

Entering Health Concerns in Shine when obtaining ROI-S

When parents or guardians identify health concerns to you, you will need to get an ROI-S signed and communicate the specifics of the concern to Health for follow up. Here is some guidance on how to best do that for some situations:

For Asthma, you will fill out the Asthma Questionnaire as well as the Specialist ROI. You will get them both to Health Supervisor, and they will enter the info into Shine from those tools.

For Food Allergies, please make sure the “other” line on the ROI states **what allergies** are of concern (i.e. food allergy to Dairy, Strawberries, etc.), then send the ROI-S to Health along with any explanation needed for the allergy and medications (as applicable). Note: if there are life threatening allergies (such as anaphylaxis) we need to know that immediately and the child needs to be excluded from school until we get the Med Admin info for that. Calling Health when this comes up is the best option as we will want more detailed info, and to fax the ROI-S to us.

When a different health concern comes up in conversation, please create a concern in Shine and set the Follow-up Step to “Individual Care Plan” and the Action Taken to “Follow-up Note” and document the surrounding needs for the concern. Assign a Health Supervisor as the Owner with a F/U date set as appropriate. The reason we want you to create this concern with a note is so that the Health Supervisors have enough information to follow up with the medical provider. We may still need to call you to understand what is needed, but hopefully this note is detailed enough to guide us as to what is needed from the provider- see the example below. The note can be shorter than in this example. We are just asking to find out enough information to ask the medical provider the right questions.

Please contact your Health Supervisor or the Health Services Director with questions.

The screenshot displays the 'CONCERNS' form in the SHINE system. The form is titled 'CONCERNS' and has a 'Save' button in the top right corner. On the left side, there is a list of concerns under the heading 'Name - Ascending'. Two concerns are visible: 'Hearing Concern' and 'Other-Cancer- ATRT'. The 'Other-Cancer- ATRT' concern is selected and expanded, showing its 'Follow-Up Steps'. The main form area contains the following information:

- Concern: Other
- Other: Cancer- ATRT
- Chronic or Acute: -
- Goal Required: -
- Follow-Up Steps: Individual Care Plan
- (0) Attachments Add New
- Status: Open
- Follow-Up Step Status Date: 8/10/2017
- Owner: Bash, Susan
- Follow-Up Step Next Due Date: 8/31/2017
- Updated by: Sarah Forga on 8/10/2017
- Actions: Follow-up Note
- Date: 8/10/2017
- Note: [Redacted] has has cancer - ATRT which is a rare brain cancer. He was diagnosed in January 2016. He underwent surgery to remove the tumor, and then underwent chemo which ended in March 2017. he has been cancer free for 1 year. He has hearing aids and shoe inserts. the hearing aids cannot get wet. His shoe inserts can come off for play without shoes. Other needs are that he has a scar on his chest that is from a chemo port. The port was removed in July and is well healed- but it is still somewhat tender and sensitive. Some care will need to be taken around it. He also experiences some weakness and fatigue as he is rebuilding his energy and muscles. ROI-S for Doernbechers obtained. SF
- Updated by: Sarah Forga on 8/10/2017