

## DISTRICT LEVEL TALLY SHEET

(to be used to tally data from individual school nurses)

District or Private, Charter or Parochial: \_\_\_\_\_

Check which applies: \_\_\_ Public school/district \_\_\_ Private/parochial school

Contact person (name, phone number, email): \_\_\_\_\_

Date: \_\_\_\_\_

### POINT IN TIME DATA-DISTRICT LEVEL DATA

**Do NOT double count any persons.**

Enter the number OR Put an "0" (zero) in the Do Not Collect column if you do NOT collect certain data points OR Put an "0" in the POSITION DOES NOT EXIST column if the position listed does not exist in your district.

*Please see the reverse side for a more detailed definition of each item.*

#### School Health Staffing

DATA POINT	Number	Do not Collect	Positions does not exist
1. Number of enrolled students in district			
2. Total number of <b>RN FTEs</b> with an assigned caseload providing direct services			
3. Total number of <b>LPN/LVN FTEs</b> with an assigned caseload providing direct services			
4. Total number of <b>health aide (non-RN, non-LPN/LVN) FTEs</b> with an assigned caseload providing direct health services (e.g., give medication, staff health office, perform specific health procedures)			
5. Total number of <b>supplemental/float RN FTEs</b>			
6. Total number of <b>supplemental/float LPN/LVN FTEs</b>			
7. Total number of <b>supplemental/float health aide (non-RN, non-LPN/LVN) FTEs</b>			
8. Total number of <b>RNs with special assignment FTEs</b>			
9. Total number of <b>LPN/ LVNs with special assignment FTEs</b>			
10. Total number of <b>health aides (non-RN, non-LPN/LVN) with special assignment FTEs</b>			
11. Total number of <b>RN FTEs</b> providing administrative or supervisory school health services			
12. Total number of <b>LPN/ LVN FTEs</b> providing administrative or supervisory school health services			
13. Total number of <b>assistant FTEs</b> providing administrative support services to RNs or LPNs/LVNs			

## NASN/NASSNC UNIFORM DATA SET: DATA POINTS FOR 2016-2017 YEAR



*This form is meant to assist districts in recording the total number reporting by individual school nurses in the district and provide district level staffing numbers.*

Name of District or Public, Private, or Charter: *Include name of district; or name of the private, charter, or parochial school. This contact information is for the state level collector and will NOT be passed on to the national level.*

Contact person: (name, phone number, email): *Include contact information in case there are questions regarding report. This contact information is for the state level collector and will NOT be passed on to the national level.*

Date: *Date report was submitted.*

### POINT IN TIME DATA- DISTRICT LEVEL DATA

*(To be completed at the district level for school health staffing in the district. Ideally this would be a designated lead nurse. If a lead nurse does not exist, work with district to identify appropriate person. The data will be shared with the districts who participate.)*

**DO NOT** double count any nurse.

Mark any data points you do not collect as DNC (Do not collect), then report the data you do collect.

#### DATA POINT DEFINITION

*The purpose of this section is to identify the number of school health staff providing DIRECT SERVICES in the school as well as determine an RN caseload.*

*1. Please use the District's official October count (many states submit this number to DOE).*

*2. RN=Registered Nurse.*

*The FTE is based on a teacher FTE in the district, e.g. a teacher may work 7 hours a day (or 35 hours a week). This would be considered 1 FTE. If an RN works the same hours the RN FTE is 1 FTE. If an RN works 5 hours a day (or 25 hours a week), the FTE would be calculated as 5/7 or .71 FTE. Each state/district may vary in the number of hours a full time teacher works, so it is important to follow **your** district definition. If school nurses work more hours per day than a teacher, the FTE still equals 1. The number should reflect every RN providing direct services. For example, if the district has 3 RNs and each works .75 FTE, it would be reported as 2.25.*

**Direct services** means responsible for the care of defined group of students in addressing their acute and chronic health conditions. It includes health screenings, health promotion and case management.

*Direct services also include care provided in a health care team including LPNs or aides.*

#### **Inclusion/Exclusion**

*-Include long term substitute (but not the substitute RN list for short term needs)*

*-Exclude nurses working with medically fragile students (1:1, 1:2, 1:3, 1:4, 1:5)*

*-Exclude % of administrative assignment*

*3. See #2 regarding % teacher FTE.*

*LPN=licensed practiced nurse*

*LVN=licensed vocational nurse*

*4. See #2 regarding % teacher FTE.*

*This number should reflect only those whose main assignment is health related. Exclude secretaries, teachers or principals who only address health issues at times. You may include FTE of secretary or other aides IF it is included as a specific part of their responsibility (i.e. cover health office regularly).*

*5. See #2 regarding % teacher FTE.*

*Permanently hired/contracted RNs who provide supplemental/additional direct nursing services or specific procedures, e.g. child find/EPST. Do not include RNs with 1:1, 1:2, 1:3, 1:4, 1:5 assignments. This count is in addition to the RNs identified in #2 and #8.*

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<p>6. See #2 regarding % teacher FTE. Permanently hired/contracted LPNs/LVNs who provide supplemental/additional direct nursing services or specific procedures. Do not include LPNs/LVNs with 1:1, 1:2, 1:3, 1:4, 1:5 assignments. This count is in addition to the LPNs/LVNs identified in #3 and #9.</p>
<p>7. See #2 regarding % teacher FTE. Permanently hired/contracted health aides (non-RN, non-LPN/LVNs) FTE who provide supplemental/additional direct nursing services or specific procedures. Do not include those with 1:1, 1:2, 1:3, 1:4, 1:5 assignments. This count is in addition to the health aides identified in #4 and #10.</p>
<p>8. See #2 regarding % teacher FTE Include RNs working with a limited caseload providing direct services such as medically fragile students (1:1, 1:2, 1:3, 1:4, 1:5).</p>
<p>9. See #2 regarding % teacher FTE. Include LPNs/LVNs working with a limited caseload providing direct services such as medically fragile students (1:1, 1:2, 1:3, 1:4, 1:5).</p>
<p>10. See #2 regarding % teacher FTE. Include health aides (non-RN, non-LPN/LVNs) working with a limited caseload providing direct services such as medically fragile students (1:1, 1:2, 1:3, 1:4, 1:5).</p>
<p>11. See #2 regarding % teacher FTE. RNs providing management/clinical supervision to RNs, LPNs/LVNs, or other health extenders, or conducting other administrative health services, e.g. case management.</p>
<p>12. See #2 regarding % teacher FTE. LPNs/LVNs providing management/clinical supervision to LPNs/LVNs, or other health extenders, or conducting other administrative health services.</p>
<p>13. See #2 regarding % teacher FTE. Assistants providing administrative support services to RNs or LPNs/LVNs, e.g. clerical assistance</p>

For additional information and “frequently asked questions” please go to: [nasn.org/stepupbecounted](http://nasn.org/stepupbecounted) (webpage will be launched by the end of July). Contact your State Designated Data Champion (SDDC) with specific questions regarding data collection. SDDC are the State School Nurse Consultants in states with consultants, check website if your state does not have a consultant to learn who your contact person.

**School Level Data**  
**POINT IN TIME DATA**

*Please see the reverse side for a more detailed definition of each item.*

	<b>Number</b>	<b>Do not collect</b>
Total number of RNs reporting chronic condition data:		
Total number of RNs in district:		
Total number of schools reporting chronic condition data: _		
Total number of schools in district:		

**Chronic Conditions**

<b>DATA POINT DEFINITION</b>	<b>Number</b>
14. Number of students enrolled in assigned school(s) <b>who reported</b>	
15. Number of students with an <b>asthma</b> diagnosis	
16. Number of students with <b>Type 1 Diabetes</b> diagnosis	
17. Number of students with <b>Type 2 Diabetes</b> diagnosis	
18. Number students with a <b>seizure disorder</b> diagnosis	
19. Number students with <b>life threatening allergy</b> (anaphylactic reaction) diagnosis	

## School Level Data

### POINT IN TIME DATA

*(This data is to be collected at the school level first, then aggregated at a district level before sending to State Designated Data Champion.)*

Number of RNs reporting chronic condition data: \_\_\_\_\_

*Aggregate number of RNs who reported chronic condition data*

Number of RNs in district: \_\_\_\_\_

*Aggregate number of RNs in the district*

Number of schools reporting chronic condition data: \_\_\_\_\_

*Aggregate number of schools who reported chronic condition data*

Number of schools in district: \_\_\_\_\_

*Aggregate number of schools in the district*

*This data is asked to better understand the % being reported. It is asked for each section b/c some school nurses are not able to report all requested.*

## Chronic Conditions

DATA POINT DEFINITION
14. Please use official October count (many states submit this number to DOE Department of Education). <b>This should be the number from schools reporting conditions.</b>
15. Include only those with a diagnosis of <b>asthma</b> from a health care provider.
16. Include only those with a diagnosis of <b>Type 1 Diabetes</b> from a health care provider.
17. Include only those with a diagnosis of <b>Type 2 Diabetes</b> from a health care provider.
18. Include only those with a diagnosis of <b>seizure disorder</b> from a health care provider.
19. Include only those with a diagnosis of a <b>life threatening allergy</b> from a health care provider.

**NASN/NASSNC UNIFORM DATA SET:  
DATA POINTS FOR 2016-2017 YEAR**



**YEAR LONG DATA COLLECTION**  
**Health Office Visits-Disposition**

	Number	Do not collect
Total number of RNs reporting health office dispositions:		
Total number of RNs in district/private school system:		
Total number of schools reporting health office dispositions:		
Total number of schools in district/private school system:		
Total number of students in schools who reported disposition data:		

Does this data reflect entire school year? \_\_\_ Yes \_\_\_ No (if no, what % of year is represented)

Enter the number OR Put an "0" (zero) in the Do Not Collect column if you do NOT collect certain data points OR Put an "0" in the POSITION DOES NOT EXIST column if the position listed does not exist in your district.

DATA POINT DEFINITION	Number	Do Not Collect	Position Does Not Exist
20. Number of student encounters/health office visits to <b>RN</b> resulting in the student returning to class or staying in school during the 2016-2017 school year			
21. Number of student encounters/health office visits to the <b>RN</b> resulting in 911 being called or regionally appropriate equivalent during the 2016-2017 school year			
22. Number of student encounters/health office visits to the <b>RN</b> resulting in the student being sent home during the 2016-2017 school year			
23. Number of student encounters/health office visits to <b>LPN/LVN</b> resulting in the student returning to class or staying in school during the 2016-2017 school year			
24. Number of student encounters/health office visits to the <b>LPN/LVN</b> resulting in 911 being called or regionally appropriate equivalent during the 2016-2017 school year			
25. Number of student encounters/health office visits to the <b>LPN/LVN</b> resulting in the student being sent home during the 2016-2017 school year			

**NASN/NASSNC UNIFORM DATA SET:  
DATA POINTS FOR 2016-2017 YEAR**



26. Number of student encounters/health office visits to <b>health aide/UAP (non-RN, non-LPN/LVN)</b> resulting in the student returning to class or staying in school during the 2016-2017 school year			
27. Number of student encounters/health office visits to the <b>health aide/UAP (non-RN, non-LPN/LVN)</b> resulting in 911 being called or regionally appropriate equivalent during the 2016-2017 school year			
28. Number of student encounters/health office visits to the <b>health aide/UAP (non-RN, non-LPN/LVN)</b> resulting in the student being sent home during the 2016-2017 school year			

**YEAR LONG DATA COLLECTION**

*(This data is to be collected at the school level first, then should be aggregated at a district level before sending to State Designated Data Champion.)*

Total number of RNs reporting disposition data: \_\_\_\_\_

*Aggregate number of RNs who reported disposition data*

Total number of schools reporting disposition data: \_\_\_\_\_

*Aggregate number of schools who reported disposition data*

Total number of students in schools who reported disposition data: \_\_\_\_\_

*Aggregate number of students in the school who reported disposition data*

*This is listed twice because some school nurses may report chronic conditions, but may not report dispositions and we need to know the context for each question.*

*Please indicate if the data reflects all year or a percentage of the year.*

**Health Office Visits-Disposition.**

*All students seen should have a disposition. These should reflect the totals for the district.*

<b>DATA POINT DEFINITION</b>
<i>20. Include only students who are seen (face to face) by RN (not other health office staff)</i>
<i>21. Include only students who are seen (face to face) by RN (not other health office staff)</i>
<i>22. Include only students who are seen (face to face) by RN (not other health office staff). Includes students sent home with the recommendation/directive to see a health care provider.</i>
<i>23. Include only students who are seen (face to face) by LPN/LVN (not RN or other health office staff)</i>
<i>24. Include only students who are seen (face to face) by LPN/LVN (not RN or other health office staff)</i>
<i>25. Include only students who are seen (face to face) by LPN/LVN (not RN or other health office staff). Includes students sent home with the recommendation/directive to see a health care provider.</i>
<i>26. Include only students who are seen (face to face) by other health/UAP staff (non-RN, non-LPN/LVN). You may include secretary or others IF it is included as a specific part of their responsibility.</i>
<i>27. Include only students who are seen (face to face) by health/UAP staff (non-RN, non-LPN/LVN). You may include secretaries or others IF it is included as a specific part of their responsibility.</i>
<i>28. Include only students who are seen (face to face) by health/UAP staff (non-RN, non-LPN/LVN). You may include secretaries or others IF it is included as a specific part of their responsibility. Includes students sent home with the recommendation/directive to see a health care provider.</i>

Mark any data points you do not collect as DNC (Do not collect). Please then report the data you do collect.

*For additional information and “frequently asked questions” please go to: [nasn.org/stepupbecounted](http://nasn.org/stepupbecounted) (webpage will be launched by the end of July). Contact your State Designated Data Champion (SDDC) with specific questions regarding data collection. SDDC are the State School Nurse Consultants in states with consultants, check website if your state does not have a consultant to learn who your contact person.*