

Scheduling Protocol/s (DMM Service) or Medication/s for a Session Not in the School Calendar: Acceleration Days & Extended School Year (ESY) Quick Reference Guide for School Nurses

- Verify if the protocol or medication authorization date is good through the end of the session. i.e. July 25, 2023.
- If the authorization is good through the end of the planned session that is not prescheduled in the school calendar days, access the DMM Service to create schedules. Use the DMM Service that is already set up to create scheduled events for the DATES and TIMES needed for the specific program using **Recurrence**.
- If the authorization does not cover the days needed, process renewal as appropriate and enter the order in Welligent.
- Upload the scanned copy of the protocol or medication order in DMM for reference. Enter and schedule the protocol for the Regular School Year (RSY).

Student: Misis Sample (DOB: 01-Oct-2012) (5 yrs 7 mths) (Grade:01st) (School:Lausd Central Office)
Client ID: 1516968

Record Navigator

- Student Information
- Alerts
- Assessments
- Case Management
- Case Notes
- Consents
- Health Events
- IEP Event Listing
- Lab Tests
- Medications
- Office Visits
- Program History**
- Screenings
- Services

Program History

Edit	Print	Program	Status	Admit Date	Discharge Date	Lead Clinician
		Section 504	Active	15-May-2017		APOLONIA TOLENTINO
		Disease Management Module	Active	17-Sep-2015		APOLONIA TOLENTINO
		Disease Management Module	Discharged	31-Aug-2015	17-Sep-2015	APOLONIA TOLENTINO
		ESY 2016	Discharged	06-Mar-2015	22-Jul-2016	VIRGILIO LEMOS

From the **Records Navigator (left)**,

Click **Program History**. Click to open the DMM (Disease Mgt Module)

IHP/Tx Plan – Not necessary to open the Tx Plan unless the expiration date needs to be verified

Click **Edit** on the appropriate Tx plan to verify protocol expiration date – *i.e. Gastric Tube*

RWTreatment Plan Details

Copy IHP | Print | Close | Save

Authorization for [Protocol Name]

Authorization Exp [Date]

Expiration date 25 July 2023 or later date. If not, a renewal of the HCP authorization needs to be in

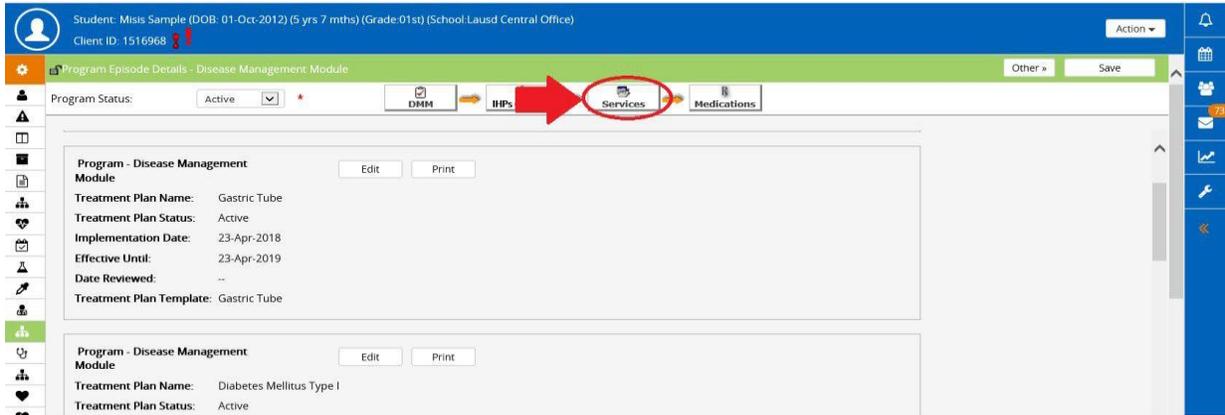
	Authorization type	Date	Name/Relationship
Health Care Provider	Written	<input type="text"/>	Sample
Parent/Guardian	Written	<input type="text"/>	Mother

Authorization for Protocol(2):

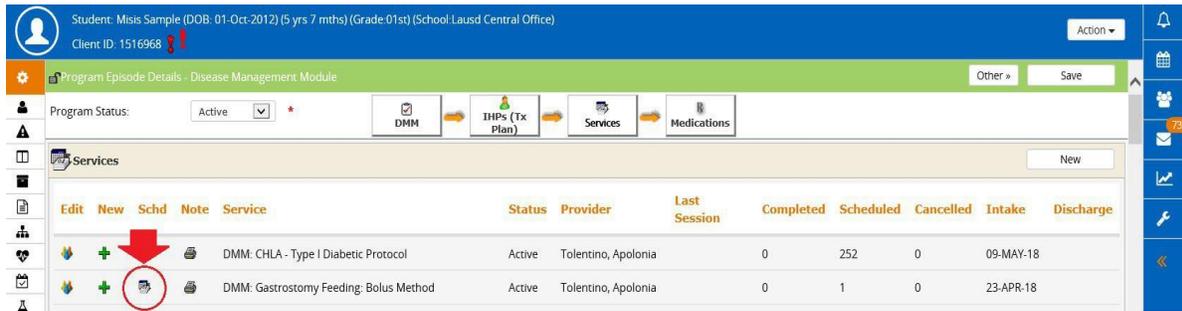
Authorization Expiration Date:

	Authorization Type	Date	Name/Relationship
Health Care Provider	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent/Guardian	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the **Services** tab within Program History



Click Schedule



Recurrence Scheduler

Save Location Calendar Cancel

Service Prescription

Student: Misis Sample ID: 1516968

Provider: Apolonia Tolentino Location: Lausd Central Office

Start Date: 23-Apr-2018 End Date: 19-Apr-2019

Range of Recurrence

Schedule Date: 26-Jun-2023 End By: 25-July-2023

Exclude holidays and off-days

schedule Events in the Past

Appointment Time

Start Time: 09:00am (Ex. 11:15am)

Session Length: 20 minutes

Primary Action: Gastrostomy Feeding: Bolus Method

Setting: IEP

Recurrence Pattern

Daily

Weekly

Monthly

Quarterly

Yearly

Monday through Friday

Monday Tuesday Wednesday Thursday

Friday Saturday Sunday

1 - Select the appropriate summer school program dates, for example, ESY:

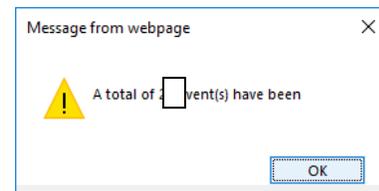
Start Date = June 26, 2023

End By = July 25, 2023

2 - Remove the check mark inside "Exclude holidays and off-days"

3 - Click Save

4 - Click Ok to webpage message "A total of 20 events have been scheduled"



Scheduling *Medication* for Acceleration Days or ESY

Client ID: LAUSD 10

Program History

Search Criteria

Program Status:

Edit	Print	Program	Status	Admit Date	Discharge Date	Lead Clinician
		SESC, Operations (General)	Discharged	12-Jan-2013	12-Jan-2013	MICHAEL KESSLER
		Student Medical Services Module	Active	12-Jan-2013		MARGARITA BOBE
		Disease Management Module	Discharged	12-Jan-2013	23-Nov-2015	MARGARITA BOBE
		ESY 2014	Discharged	12-Jan-2013	12-Jul-2014	MICHAEL KESSLER
		Disease Management Module	Active	12-Jan-2013		VIRGIO LEMOS

click edit

From *Program History*

Edit *DMM (with active status)*

Student: Sample 10 Sample (DOB: 01-Jun-2012) (5 yrs 11 mths) (Grade:12th) (School:Lausd Central Office)
Client ID: LAUSD 10

Program Episode Details - Disease Management Module

Program Status: Active

DMM → IHPs (Tx Plan) → Services → Medications

Admissions Information

Program Admit Date: 12-JAN-2013 Time: 12:00am

School Nurse: Virgilio Lemos

Discharge Information

Paperwork/Forms

New Form

	Next Date
Authorization To Receive/Release Medical Information(10.00.2009)(0)	--
Confidential Health Information(09.00.2005)(0)	--
Confidential Health Information for a Student with Asthma(0)	--

Click *Medication*

Student: Sample 10 Sample (DOB: 01-Jun-2012) (5 yrs 11 mths) (Grade:12th) (School:Lausd Central Office)
Client ID: LAUSD 10

Program Episode Details - Disease Management Module

Program Status: Active

DMM → IHPs (Tx Plan) → Services → Medications

Medications

Search Criteria - Medications

Medication Name:

Administered/Prescribed Between: and

Active Medications

Edit	New	Schedule	Medication	Dosage	Strength	Date Started	Date Discontinued	Prescription Date	Completed	Scheduled	Cancelled
			Ritalin	1 tab	5 MG	<input type="text"/>	<input type="text"/>		0	180	0

Click Edit

Click *Edit* icon to the right of the medication name

Student: Sample 10 Sample (DOB: 01-Jun-2012) (5 yrs 11 mths) (Grade:12th) (School:Lausd Central Office)
Client ID: LAUSD 10

Program Episode Details - Disease Management Module

Program Status: Active

Medication Details

Medication Name: Ritalin

Status: Current

Drug Protocol: [Dropdown]

Begin Date: [Calendar]

Date Discontinued: [Calendar]

Reason Discontinued: [Dropdown]

Medication Administration (e-Mar) Settings

#	Time	Dosage/Notes	Schedule
#1			
#2			
#3			
#4			

Delegated:

Administer on Weekends and Holidays:

Auto-Schedule:

Alert Staff of Missed Meds:

Click **Events/Referrals/Notes**

Student: Sample 10 Sample (DOB: 01-Jun-2012) (5 yrs 11 mths) (Grade:12th) (School:Lausd Central Office)
Client ID: LAUSD 10

Program Episode Details - Disease Management Module

Program Status: Active

Medication Details

Events/Referrals/Notes

Recurrence

Item	Total	Description	Date	New
Events	180	(Session Notes:0 Completed, 180 Pending, 0 Cancelled)	21-May-2019	+
Forms/Referrals	0	Forms and Referrals for this individual	--	+
Case Notes	0	Generalized case notes related to this individual's encounter.	--	+

Click on **Recurrence**

Recurrence Scheduler

Save Location Calendar Cancel

Service Prescription

Student: Sample 10 Sample ID: LAUSD 10

Provider: Apolonia Tolentino Location: Lausd Central Office

Start Date: 22-May-2018 End Date: 21-May-2019

Range of Recurrence

Schedule: 26-June-2023 End By: 25-July-2023

Exclude holidays and off-days

End After: occurrences

Schedule Events in the Past

End After: hour(s) scheduled

Appointment Time

Start Time: 12:30pm (Ex: 11:15am)

Session Length: 5 minutes

Recurrence Pattern

Daily

Weekly

Monthly

Quarterly

Yearly

Monday through Friday

Monday Tuesday Wednesday Thursday

Friday Saturday Sunday

Schedule Date: June 26, 2023

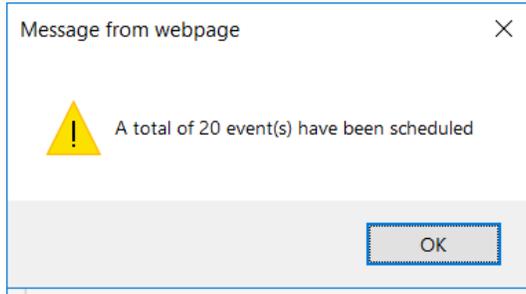
End By: July 25, 2023

Exclude holidays and off-days -remove check mark

Click **Daily**

Click **Save**

Click **Ok**



Program Episode Details - Disease Management Module

Program Status: Active

Medication Details

Refresh Scheduler Recurrence Delete Incomplete Events

Item	Total	Description	Date	New
Events	200	(Session Notes:0 Completed, 200 Pending, 0 Cancelled)	21-May-2019	+
Forms/Referrals	0	Forms and Referrals for this individual	--	+
Case Notes	0	Generalized case notes related to this individual's encounter.	--	+
Lab Tests	0	Laboratory tests related to this encounter	--	+
Messages	0	Internal messages, reminders and alerts created in Welligent related to this encounter	--	+

Click **Refresh**

Click the plus sign inside the square to verify the scheduled events

Scheduled Events

Student: Sample 10 Sample (DOB: 01-Jun-2012) (5 yrs 11 mths) (Grade:12th) (School:LAUSD Central Office)
Client ID: LAUSD 10

Program Episode Details - Disease Management Module

Program Status: Active

Medication Details

Refresh Scheduler Recurrence Delete Incomplete Events

Item	Total	Description	Date	New
Events	200	(Session Notes:0 Completed, 200 Pending, 0 Cancelled)	21-May-2019	+

Item	Total	Description	Date	New		
Pending Completion	Apolonia Tolentino	pm	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	pm	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	pm	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	pm	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	30pm	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	pm	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	30pm	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	pm	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	pm	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	m	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	m	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	80pm	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	pm	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	m	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	m	5 mins (Scheduled)	Individual	No	No
Pending Completion	Apolonia Tolentino	m	5 mins (Scheduled)	Individual	No	No