

ClassMate *for* Adult Education

Medical Profiles & Alerts: An Administrators Guide

November 2018



Student Medical Information

ClassMate Student Medical Information

Managing student medical information in ClassMate is easy and efficient, as it provides users with centralized access to important records for key administrators and instructors.,

Student Medical Profile – Users can create medical profiles that contain important medical information related to student’s medical conditions, such as allergies, immunizations, or medications. Profile data also includes the student’s preferred medical physician, emergency medical center, and emergency contact information.

Student Medical Alerts –Administrators have the the ability to create medical alerts. These alerts are created and are visible to only those that are setup to view them. Instructors are alerted to students with medical conditions through an icon.



Student Medical Information

Medical Profile & Incidents

Contact & Emergency Information

Student Medical Profile

- Demographics
- Emergency
- Allowable Medications
- Alerts
- Comments
- Ailments/Disabilities
- Allergies/Medications
- Student Medical Profile

Medical Alerts

- Medical Alerts Base Data
- Creating Alerts

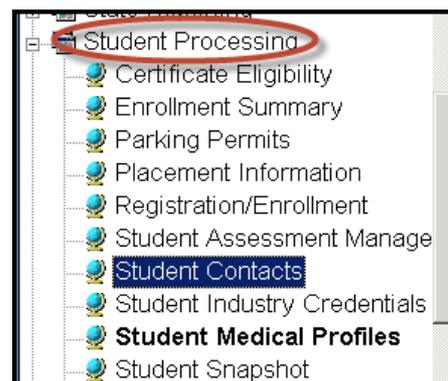
Student Contact Information

ClassMate student processing functionality allows users to enter student contact information.

Getting Started

Double **Student Processing**>

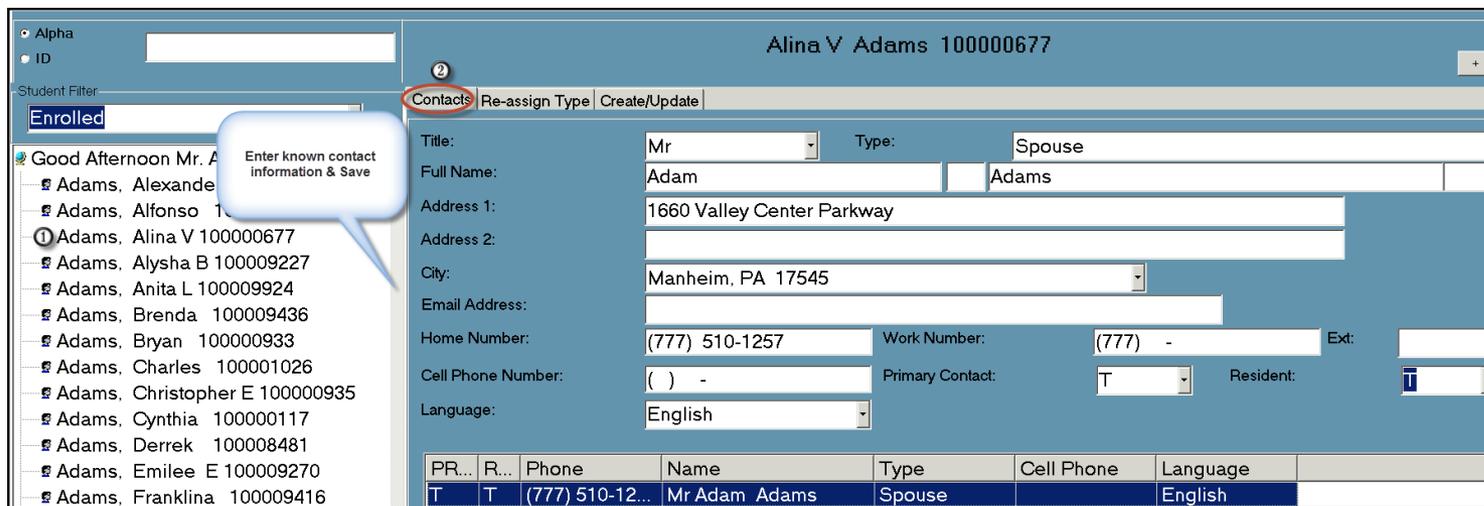
Double Click **Student Contacts**



Student Medical Information

Student Contact Information

- Select **Student Name**
- Click on the **Contacts Tab**
- Select the **Title & Type** from the dropdown box
- Type or edit the **Contact Address, City or Zip**
- Type or edit the contact **Email Address** if provided. * An email address is required for those school using the Parent Portal. Click **“Yes”** if using the ParentPortal.
- Type or edit **Contact Phone Numbers**.
- Click **“Save”**



PR...	R...	Phone	Name	Type	Cell Phone	Language
T	T	(777) 510-12...	Mr Adam Adams	Spouse		English



Student Medical Information

Student Contact Information: Re-Assign Contact Type

- Select **Student Name**
- Click on the **Student Contact Name** for Re-Assignment

PR...	R...	Phone	Name	Type	Cell Phone	Language
T	T	(777) 510-12...	Mr Adam Adams	Spouse		English
F	T	(777) 510-12...	Ms Alino Alvino	Sibling		English

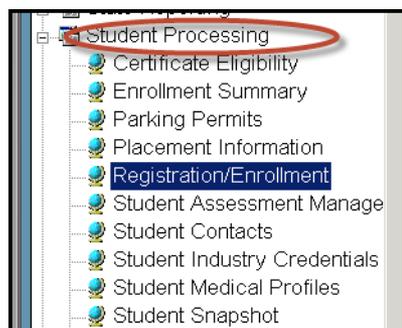
- Click on the **Re-Assign Tab**. The selected contact type will display.
- Click **New Contact Type**
- Select the **New Type** from the drop down menu.
- Click the **Blue Reassign Type Button**.
- A message box will display indicating the process is complete




Student Medical Information

Documenting Student Emergency Contacts

Getting Started



Double **Student Processing**> Select
Registration/Enrollment>**Forms Tab**

Note: If the form you are documenting is **NOT** displayed in the forms list contact your system administrator

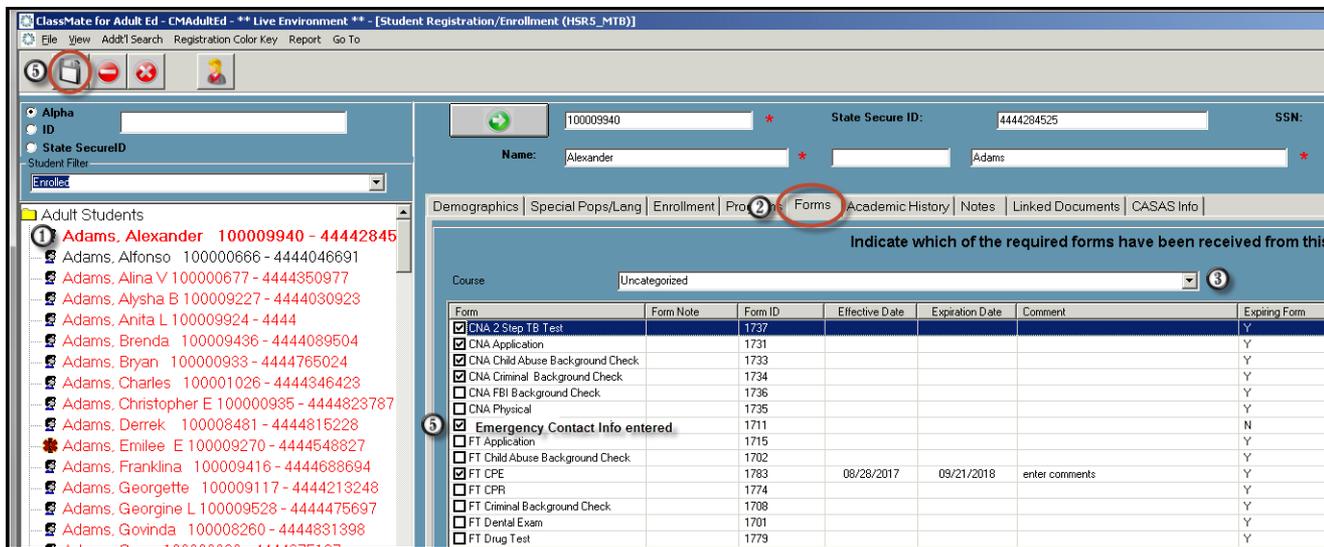


Student Medical Information

Documenting Student Emergency Contacts

Getting Started

- ① Select Student Name
- ② Select the Forms Tab
- ③ Select the Course/uncategorized from the drop the drop down menu
- ④ Click the box to left of the Form to select. Enter dates/comments if prompted
- ⑤ Click “Save”



ClassMate for Adult Ed - CMAdultEd - ** Live Environment ** - [Student Registration/Enrollment (HSR5_MTB)]

File View Add'l Search Registration Color Key Report Go To

⑤ [Save] [Cancel] [Close] [User Icon]

Alpha []
 ID [100009940] * State Secure ID: 4444284525 SSN: []
 State SecureID []
 Student Files [Enroll] []

Adult Students

- ① Adams, Alexander 100009940 - 44442845
- Adams, Alfonso 100000666 - 4444046691
- Adams, Alina V 100006777 - 4444350977
- Adams, Alysha B 100009227 - 4444030923
- Adams, Anita L 100009224 - 4444
- Adams, Brenda 100009436 - 4444089504
- Adams, Bryan 100009933 - 4444765024
- Adams, Charles 100001026 - 4444346423
- Adams, Christopher E 100009935 - 4444823787
- Adams, Derrek 100008481 - 4444815228
- Adams, Emilee E 100009270 - 4444548827
- Adams, Franklina 100009416 - 4444688694
- Adams, Georgette 100009117 - 4444213248
- Adams, Georgine L 100009528 - 4444475697
- Adams, Govinda 100008260 - 4444831398

Demographics | Special Pops/Leng | Enrollment | Pro | ② Forms | Academic History | Notes | Linked Documents | CASAS Info |

Indicate which of the required forms have been received from this

Course [Uncategorized] ③

Form	Form Note	Form ID	Effective Date	Expiration Date	Comment	Expiring Form
<input checked="" type="checkbox"/> CNA 2 Step TB Test		1737				Y
<input checked="" type="checkbox"/> CNA Application		1731				Y
<input checked="" type="checkbox"/> CNA Child Abuse Background Check		1733				Y
<input checked="" type="checkbox"/> CNA Criminal Background Check		1734				Y
<input checked="" type="checkbox"/> CNA FBI Background Check		1736				Y
<input type="checkbox"/> CNA Physical		1735				Y
④ <input checked="" type="checkbox"/> Emergency Contact Info entered		1711				N
<input type="checkbox"/> FT Application		1715				Y
<input type="checkbox"/> FT Child Abuse Background Check		1702				Y
<input checked="" type="checkbox"/> FT CPE		1783	08/28/2017	09/21/2018	enter comments	Y
<input type="checkbox"/> FT CPR		1774				Y
<input type="checkbox"/> FT Criminal Background Check		1708				Y
<input type="checkbox"/> FT Dental Exam		1701				Y
<input type="checkbox"/> FT Drug Test		1779				Y



Student Medical Information

Student Forms Reporting

ClassMate has the ability to generate reports related to student forms. The following report can be generated:

- Student Forms by Course
- Student Forms List by Form
- Course Forms by Class
- Expiring Student Forms by Class
- Expiring Student Forms by Student
- Forms List by Student
- Student Forms by Student/Course

Course Forms by Class						
Practical Nursing App - 021016						
Printed: 09/26/2017 10:38 am						
Student Name - ID	Received	Form ID	Form Name	Effective Date	Expiration Date	Comment
Hamilton, Diana E - 100008405						
<input checked="" type="checkbox"/>		1784	PN Application	03/03/2016	03/03/2016	
<input checked="" type="checkbox"/>		1785	PN Transcripts	03/03/2016	03/03/2016	
<input type="checkbox"/>		1786	PN GED			
<input type="checkbox"/>		1787	PN CPE			
<input checked="" type="checkbox"/>		1788	PN Child Abuse Background Check	02/23/2016	02/23/2017	
<input checked="" type="checkbox"/>		1789	PN FBI Background Check	02/25/2016	02/25/2017	
<input checked="" type="checkbox"/>		1790	PN Criminal Background Check	02/23/2016	02/23/2017	
<input checked="" type="checkbox"/>		1791	PN Drug Test	02/17/2016	03/17/2016	
<input checked="" type="checkbox"/>		1792	PN Medical Form	03/22/2016	03/22/2016	
<input checked="" type="checkbox"/>		1793	PN CPR	03/08/2016	03/08/2018	
<input checked="" type="checkbox"/>		1794	PN MMR	05/12/2016	05/12/2016	
<input checked="" type="checkbox"/>		1795	PN Hep B	05/12/2016	05/12/2016	
<input checked="" type="checkbox"/>		1796	PN PPD	03/10/2016	03/10/2017	
<input type="checkbox"/>		1797	PN Flu			
<input checked="" type="checkbox"/>		1798	PN Varicella	05/12/2016	05/12/2016	
<hr/>						
Packers, Alexandra W - 100008468						
<input checked="" type="checkbox"/>		1784	PN Application	03/03/2016	03/03/2016	
<input checked="" type="checkbox"/>		1785	PN Transcripts	03/03/2016	03/03/2016	
<input type="checkbox"/>		1786	PN GED			
<input type="checkbox"/>		1787	PN CPE			
<input checked="" type="checkbox"/>		1788	PN Child Abuse Background Check	02/18/2016	02/18/2017	
<input checked="" type="checkbox"/>		1789	PN FBI Background Check	03/01/2016	03/01/2017	
<input checked="" type="checkbox"/>		1790	PN Criminal Background Check	02/20/2016	02/20/2017	
<input checked="" type="checkbox"/>		1791	PN Drug Test	03/03/2016	03/03/2016	
<input checked="" type="checkbox"/>		1792	PN Medical Form	03/07/2016	03/07/2016	
<input type="checkbox"/>		1793	PN CPR			
<input checked="" type="checkbox"/>		1794	PN MMR	03/07/2016	03/07/2016	
<input checked="" type="checkbox"/>		1795	PN Hep B	03/10/2016	03/10/2016	
<input checked="" type="checkbox"/>		1796	PN PPD	03/04/2016	03/04/2017	
<input checked="" type="checkbox"/>		1797	PN Flu	10/06/2015	10/06/2015	
<input checked="" type="checkbox"/>		1798	PN Varicella	03/10/2016	03/10/2016	

Getting Started

Double Click **My Reports Folder**>

Double **Student Information**

>**Student Processing or Base Data**



Student Medical Information

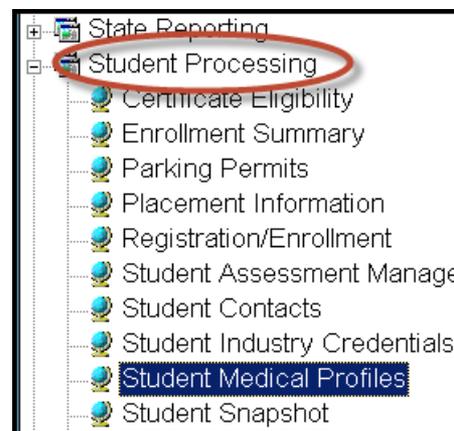
Student Medical Profile

ClassMate student medical profile allows administrative staff to conveniently store vital medical and emergency information in one location.

Getting Started

Double Click **Student Information**>

Double Click **Student Medical Profile**

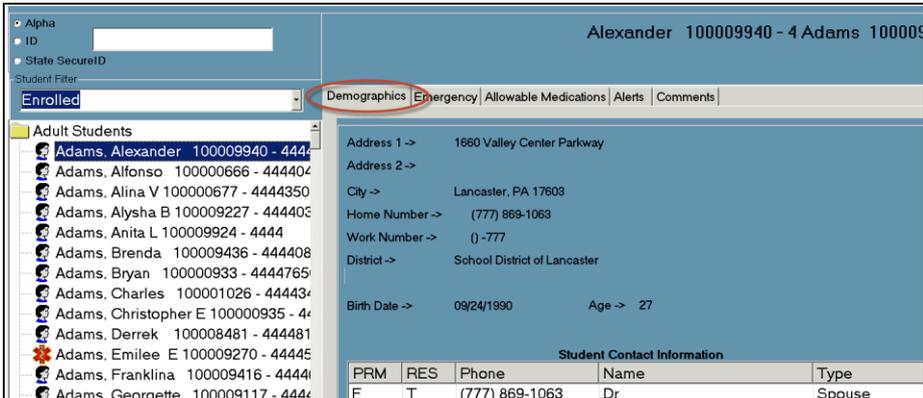


Student Medical Information

Student Medical Profile: Demographics

- Select Student Name
- Click on the **Demographics Tab**
- The information contained on this tab is being pulled from the student Master File. The tab provides the following data:

Address	Birth Date
Phone Numbers	Age
District	Contact Information



Alpha
 ID
 State SecureID
 Student Filter: Enrolled
 Alexander 100009940 - 4 Adams 100009

Demographics | Emergency | Allowable Medications | Alerts | Comments

Adult Students
 Adams, Alexander 100009940 - 4444
 Adams, Alfonso 10000666 - 444404
 Adams, Alina V 10000677 - 4444350
 Adams, Alysha B 100009227 - 444403
 Adams, Anita L 100009924 - 4444
 Adams, Brenda 100009436 - 444408
 Adams, Bryan 10000933 - 4444765
 Adams, Charles 100001026 - 444434
 Adams, Christopher E 10000935 - 444408
 Adams, Derrek 100008481 - 444481
 Adams, Emilee E 100009270 - 444445
 Adams, Franklina 100009416 - 444441
 Adams, Georgette 100009117 - 444441

Address 1 -> 1660 Valley Center Parkway
 Address 2 ->
 City -> Lancaster, PA 17603
 Home Number -> (777) 869-1063
 Work Number -> () -777
 District -> School District of Lancaster
 Birth Date -> 09/24/1990 Age -> 27

Student Contact Information				
PRM	RES	Phone	Name	Type
F	T	(777) 869-1063	Dr	Spouse

Note: Student demographic information cannot be edited from this screen.

Student Medical Information

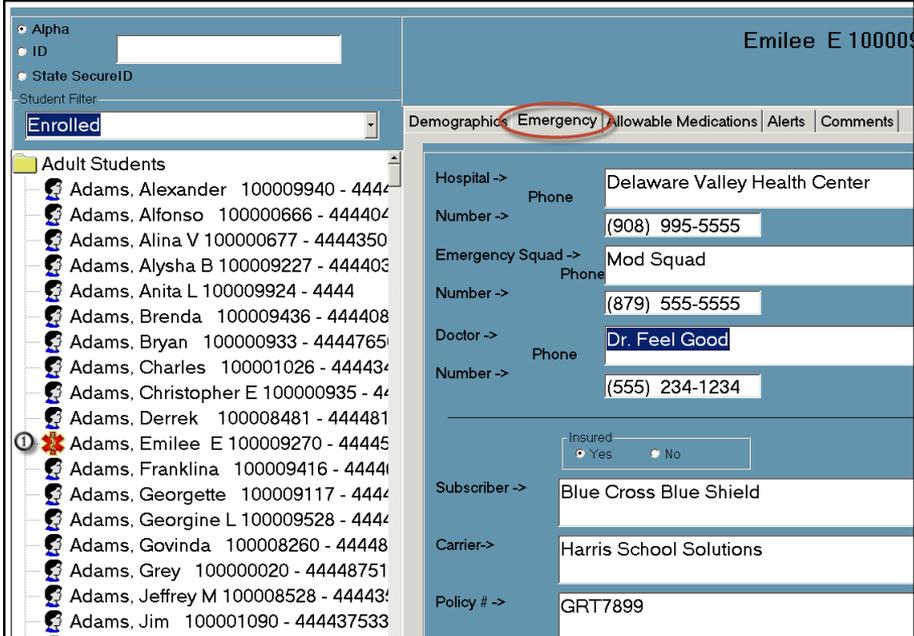
Student Medical Profile: Emergency Information

The fields on this tab are optional and can be populated based on the policies and procedures of your institution

Available Fields:

- Preferred Hospital
- Hospital Phone
- Preferred Emergency Squad
- Emergency Squad Phone
- Preferred Doctor Name
- Doctor Phone
- Insurance Information Flag (If Yes is selected additional fields will display)
- Subscriber Name
- Carrier Name
- Policy #

After making any entry, ensure the **“Save”** Icon is selected to ensure your entry is saved



Alpha [] ID [] State SecureID []
 Student Filter: Enrolled
 Demographics **Emergency** Allowable Medications Alerts Comments
 Hospital -> Delaware Valley Health Center
 Phone Number -> (908) 995-5555
 Emergency Squad -> Mod Squad
 Phone Number -> (879) 555-5555
 Doctor -> Dr. Feel Good
 Phone Number -> (555) 234-1234
 Insured: Yes No
 Subscriber -> Blue Cross Blue Shield
 Carrier -> Harris School Solutions
 Policy # -> GRT7899



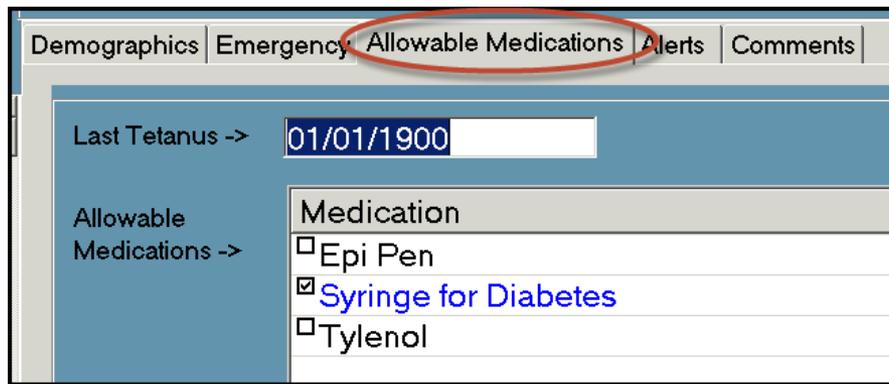
Student Medical Information

Student Medical Profile: Allowable Medications

A listing of allowable medications the student is authorized to carry or receive can be created, maintained and identified in ClassMate on the **Allowable Medications Tab**

Contact the ClassMate system administrator to enter the desired allowable medication options.

- Select **Student Name**
- Select the **Allowable Medications Tab**
- Select the medications the student is authorized to carry/receive by clicking on the box to the left of the medication option
- Enter the last tetanus shot date if known or any other required immunization
- Click **“Save”**



Demographics	Emergency	Allowable Medications	Alerts	Comments
Last Tetanus -> 01/01/1900				
Allowable Medications ->				
Medication				
<input type="checkbox"/> Epi Pen				
<input checked="" type="checkbox"/> Syringe for Diabetes				
<input type="checkbox"/> Tylenol				



Student Medical Information

Student Medical Profile: Alerts

ClassMate functionality allows users to create medical alerts that are viewable by either the instructional staff, administration or both. These alerts are created and maintained by the an authorized user and can be edited/adjusted as needed . Prior to using the **Medical Alerts Tab**, the authorized administrator should create a list of medical categories with the associated medical alerts that fall within the category. ClassMate has a medical alert worksheet to assist with this process. Once the list is established, the categories and alerts need to be entered into ClassMate. The alerts can then be assigned to individual students.

Adult Students	
	Adams, Alexander 100009940 - 4444
	Adams, Alfonso 100000666 - 444404
	Adams, Alina V 100000677 - 4444350
	Adams, Alysha B 100009227 - 444403
	Adams, Anita L 100009924 - 4444
	Adams, Brenda 100009436 - 444408
	Adams, Bryan 100000933 - 4444765
	Adams, Charles 100001026 - 444434
	Adams, Christopher E 100000935 - 44
	Adams, Derrek 100008481 - 444481
	Adams, Emilee E 100009270 - 44445
	Adams, Franklina 100009416 - 4444
	Adams, Georgette 100009117 - 4444
	Adams, Georgine L 100009528 - 4444
	Adams, Govinda 100008260 - 44448
	Adams, Grey 100000020 - 44448751

Getting Started

Double **Click Student Processing**>
 Double Click **Student Medical Profile**>**Alerts Tab**



Student Medical Information

Student Medical Profile:

Medical Alerts

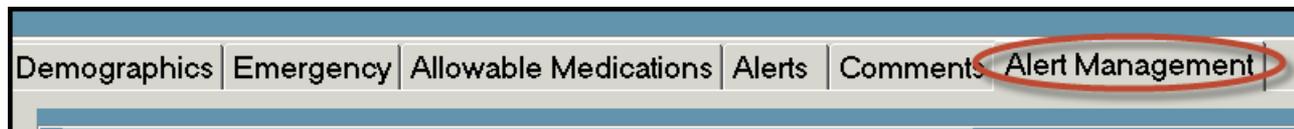
Alerts Base Data

Prior to assigning medical alerts to students, the base data categories and alerts must be setup in ClassMate

To setup medical Categories Click the word **View** located along the top of the screen

Select **Manage Base Data** by single clicking

Once Manage Base Data is selected, an additional Tab will display, **Alert Management**. This tab is where the categories & alerts will be managed and maintained

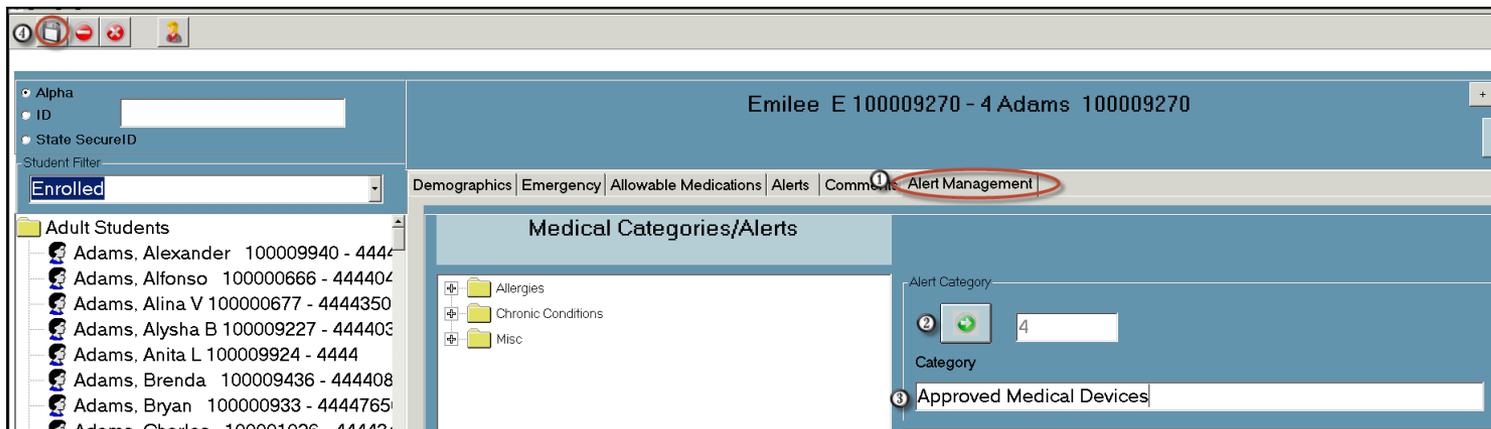


Student Medical Information

Student Medical Profile: Medical Alerts

Alerts Base Data: Creating Alert Categories

- 1 Ensure you are on the **Alert Management Tab**
- 2 Click the **Green Arrow** button under **New Category**. The next available sequential ID number is created. Categories **MUST** be created before the alerts.
- 3 Enter the **Category Description**
- 4 Click "Save"



The screenshot displays the 'Alert Management' tab for a student profile. The student's name is 'Emilee E 100009270 - 4 Adams 100009270'. The 'Alert Management' tab is circled in red. Below the tab, there is a 'Medical Categories/Alerts' section with a tree view showing 'Allergies', 'Chronic Conditions', and 'Misc'. To the right, there is a form for creating a new alert category. The 'Alert Category' field contains the number '4', and the 'Category' field contains the text 'Approved Medical Devices'. A green arrow button is visible next to the 'Alert Category' field, and a 'Save' button is at the bottom right of the form.

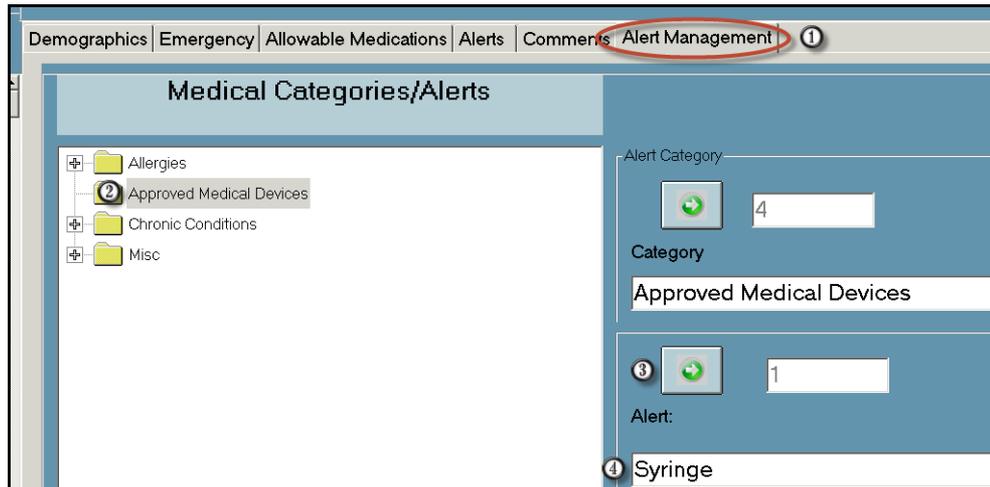


Student Medical Information

Student Medical Profile: Alerts

Alerts Base Data: Creating Alerts

- 1 Ensure you are on the **Alert Management Tab**
- 2 Click the **Category Folder** in which you would like to create the medical alert. The category will display in the new category field when selected. Hint: Newly created categories will NOT Have a + sign to the left
- 3 Click the **Green Arrow** button In the **Alert** section. The next available sequential ID number is created. Categories **MUST** be created before the alerts
- 4 Enter the **Alert Description**



Demographics | Emergency | Allowable Medications | Alerts | Comments | **Alert Management** ①

Medical Categories/Alerts

- Allergies
- ② Approved Medical Devices
- Chronic Conditions
- Misc

Alert Category: 

Category: Approved Medical Devices

Alert: ③ 

④ Syringe

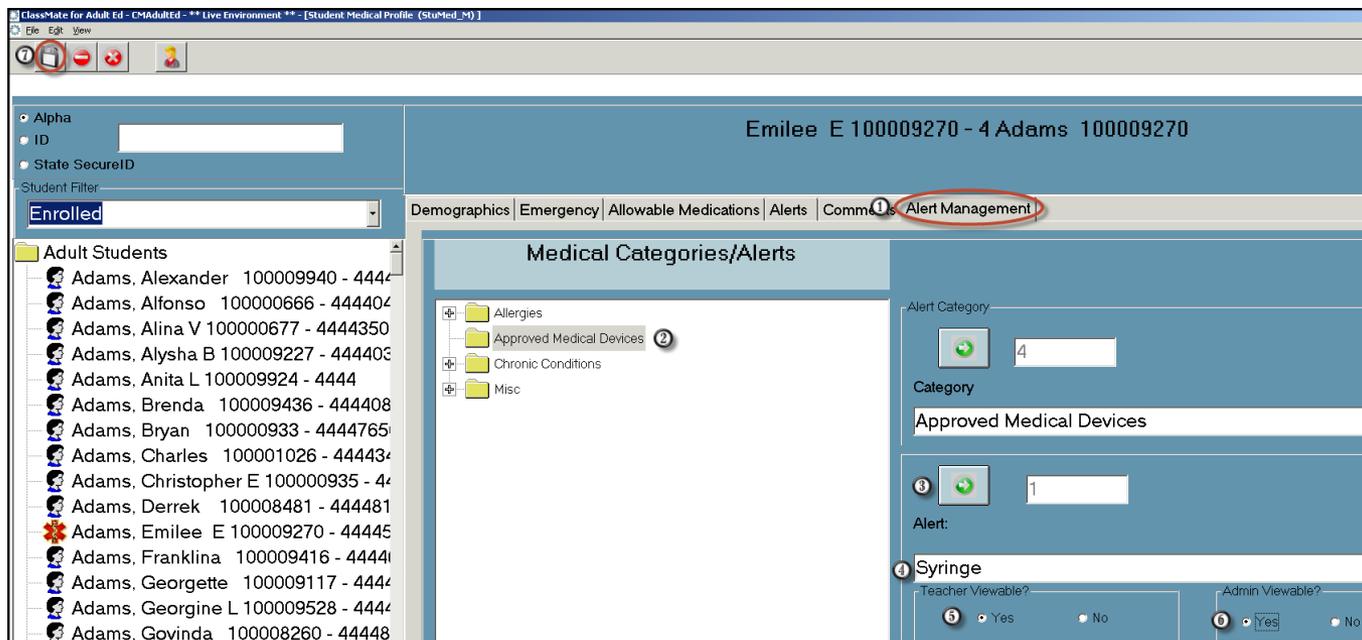


Student Medical Information

Student Medical Profile: Alerts

Alerts Base Data: Creating Alerts

- 5 Select **Yes** to make the alert viewable by teachers. The system will default to no
- 6 Select **Yes** to make the alert viewable by administrators. The system will default to no
- 7 Click **Save**



ClassMate for Adult Ed - CMAdultEd - ** Live Environment ** - [Student Medical Profile: (StuMed_M)]

File Edit View

Alpha
 ID
 State SecureID
 Student Filter: Enrolled

Emilee E 100009270 - 4 Adams 100009270

Demographics | Emergency | Allowable Medications | Alerts | Comm | **Alert Management**

Medical Categories/Alerts

- Allergies
- Approved Medical Devices 2
- Chronic Conditions
- Misc

Alert Category: 4

Category: Approved Medical Devices

Alert: 1

Syringe

Teacher Viewable? 5 Yes No

Admin Viewable? 6 Yes No

Save

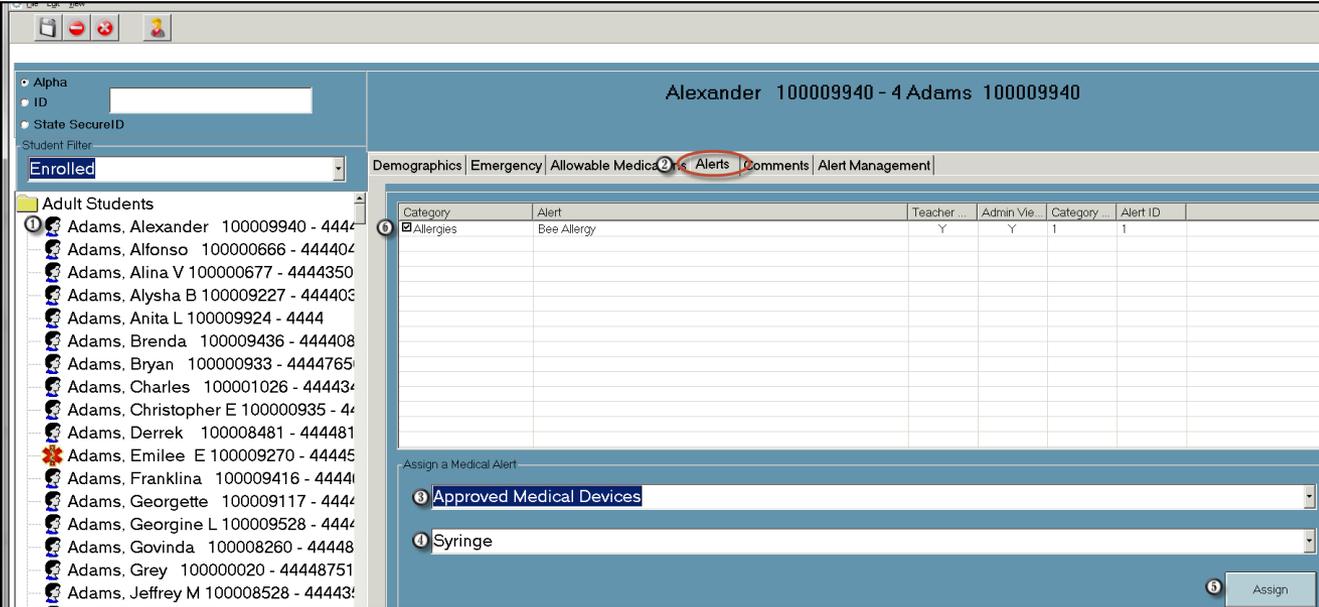


Student Medical Information

Student Medical Profile: Alerts

Alerts Assignment: Student Alert Assignment

- 1 Click on the **Student Name**
- 2 Click the **Alert Tab**
- 3 Select the **Category** from the drop down list. The items in the drop down list were created in the alert base data. You **MUST** select a category before selecting an alert
- 4 Select an **Alert** from the drop down menu
- 5 Select the **BLUE** Assign button. The selection will display in grid. The alert is now active and a medical icon will display next to the student name



The screenshot shows the 'Alerts' tab selected in the 'Alerts Assignment' window. The window title is 'Alexander 100009940 - 4 Adams 100009940'. The 'Alerts' tab is circled in red. Below the tabs, there is a table with columns: Category, Alert, Teacher..., Admin Vie..., Category..., and Alert ID. The first row shows 'Allergies' as the category and 'Bee Allergy' as the alert. Below the table, there is an 'Assign a Medical Alert' section with two dropdown menus: 'Approved Medical Devices' and 'Syringe'. An 'Assign' button is at the bottom right.

Category	Alert	Teacher ...	Admin Vie...	Category ...	Alert ID
Allergies	Bee Allergy	Y	Y	1	1

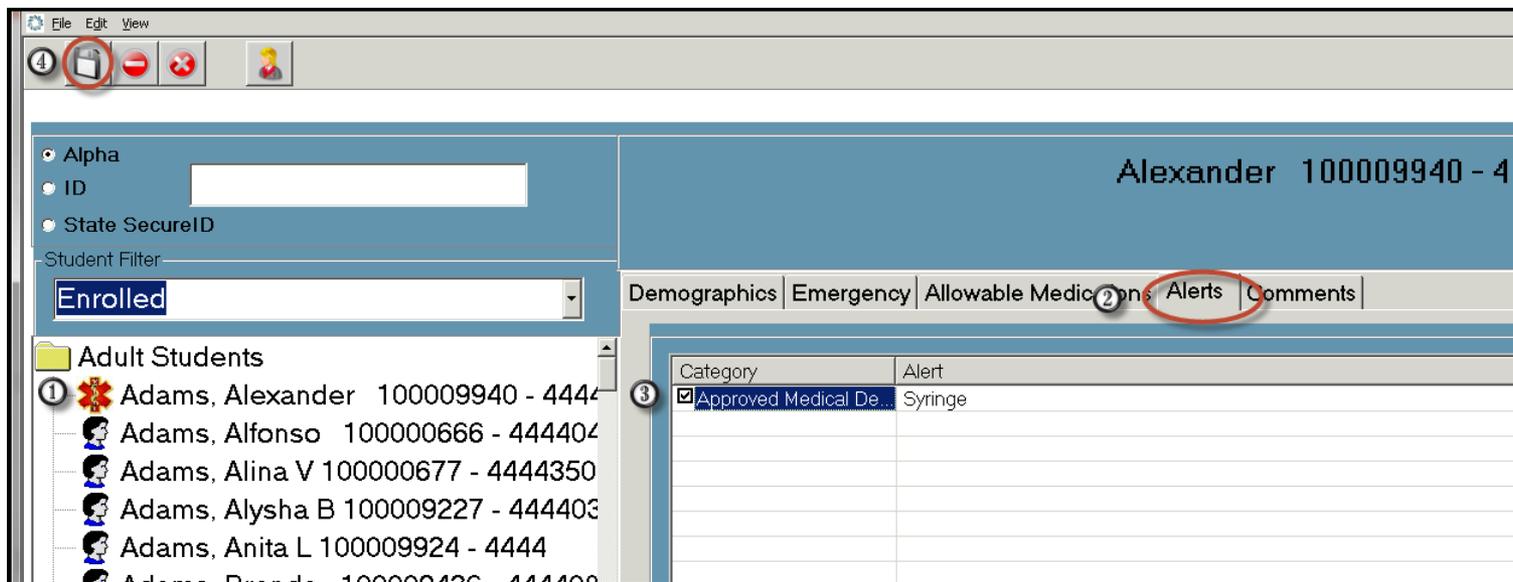


Student Medical Information

Student Medical Profile: Alerts

Alerts Assignment: Removing or Deleting a Student Alert Assignment

- ① Click on the **Student Name**
- ② Click the **Alert Tab**
- ③ Select the **Alert** from the grid by clicking in the box to the left of the Category/ alert an alert
- ④ Select the **red circle Delete Icon** from the menu at the top of the screen. The category/alert will be removed from the alerts grid



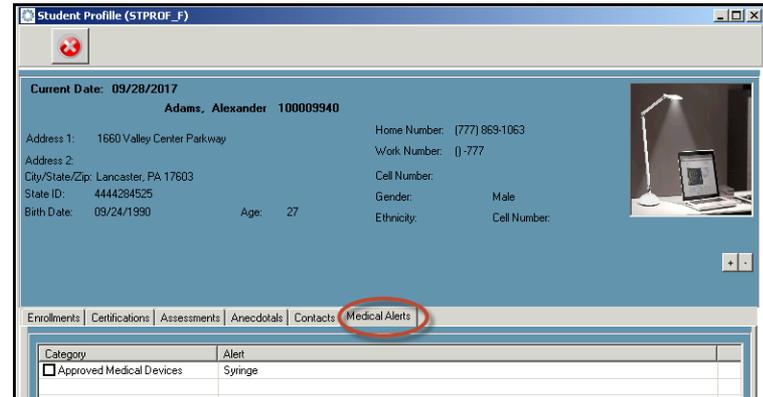
The screenshot displays the 'Student Medical Profile: Alerts' interface. On the left, a list of 'Adult Students' is shown, with the first entry, 'Adams, Alexander 100009940 - 444...', selected and circled in red (①). The main area shows the student's profile for 'Alexander 100009940 - 4...'. Below the profile, there are tabs for 'Demographics', 'Emergency', 'Allowable Medications', 'Alerts', and 'Comments'. The 'Alerts' tab is selected and circled in red (②). In the top toolbar, a red circle highlights the 'Delete' icon (④). The 'Alerts' grid shows one alert: 'Approved Medical De...' with 'Syringe' as the alert type. This alert is circled in red (③). The 'Student Filter' dropdown is set to 'Enrolled' and is also circled in red (④).

Student Medical Information

Student Medical Profile: Alerts Medical Alert Locations: Administrators

Administrators can quickly identify those students with active medical alerts in several modules in the application:

- Student Profile Icon
- Registration/Enrollment
- Medical Profile
- Student Snapshot



Administrators & Teachers can quickly identify those students with active medical alerts in several modules in the application



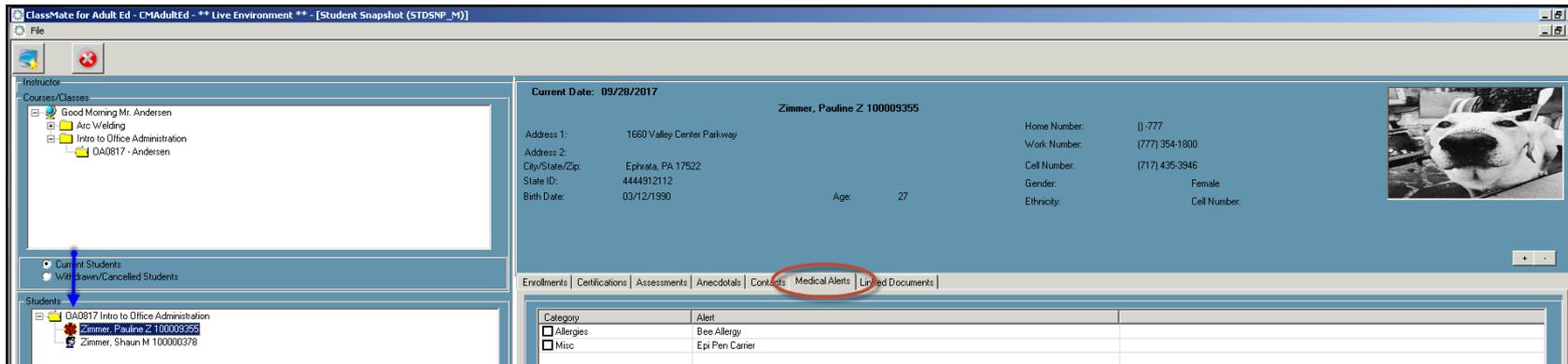
Student Medical Information

Student Medical Profile: Alerts

Medical Alert Locations: Teachers

Teachers can identify those students with active medical alerts in the:

- Student Profile Icon 
- Student Snapshot Module



The screenshot shows the 'ClassMate for Adult Ed' interface. The main window displays student information for 'Zimmer, Pauline Z 100009355'. The 'Medical Alerts' tab is selected and circled in red. Below the tab, a table lists active medical alerts:

Category	Alert
<input type="checkbox"/> Allergies	Bee Allergy
<input type="checkbox"/> Misc	Epi Pen Carrier

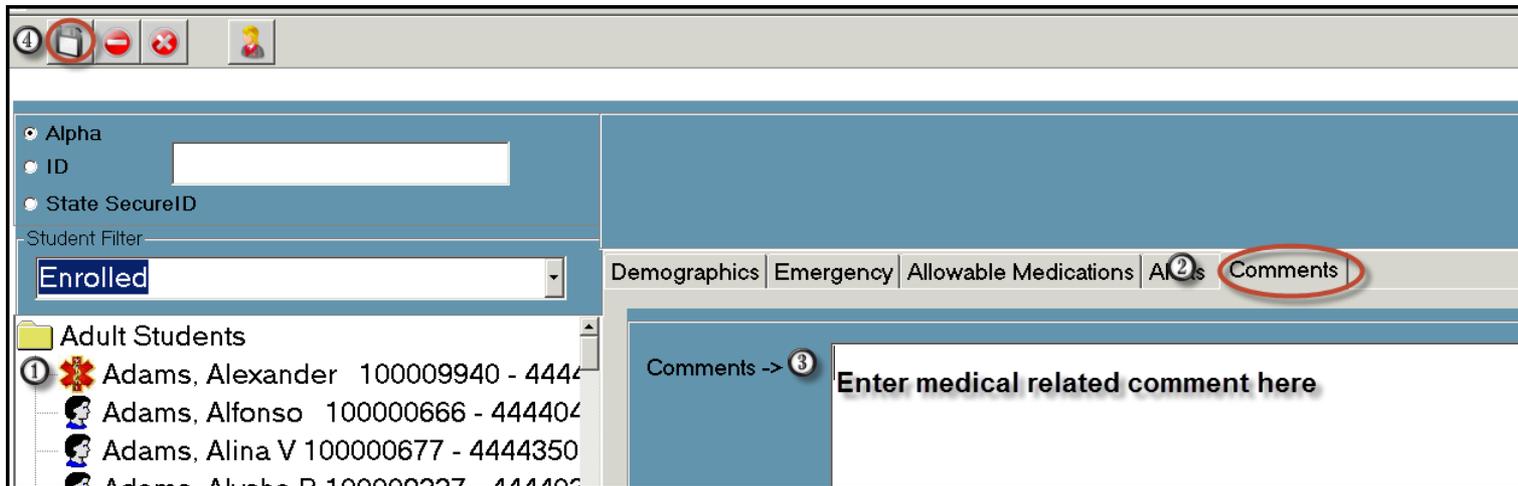
Other visible information includes the current date (09/28/2017), address (1660 Valley Center Parkway, Ephrata, PA 17522), and contact numbers (Home: 0-777, Work: (777) 354-1800, Cell: (717) 435-3946). A photo of a dog is also visible in the top right corner of the student profile area.



Student Medical Information

Student Medical Profile: Comments

- ① Select Student Name
- ② Click on the **Comments Tab**
- ③ Enter any comments in the field. These comments are **NOT** viewable by teachers and administration.
- ④ Click **“Save”**



The screenshot shows a web application interface for student medical information. On the left, there is a sidebar with a search filter set to 'Enrolled' and a list of students under 'Adult Students'. The main area has tabs for 'Demographics', 'Emergency', 'Allowable Medications', 'Allergies', and 'Comments'. The 'Comments' tab is selected and circled in red. Below the tabs, there is a text input field with the placeholder text 'Enter medical related comment here' and a 'Save' button circled in red. A red circle with the number 4 is in the top left corner of the browser window.

Student Name	ID
Adams, Alexander	100009940 - 444404
Adams, Alfonso	100000666 - 444404
Adams, Alina V	100000677 - 4444350
Adams, Alvin D	100000227 - 444405

Student Medical Information

Student Medical Profile Reporting

ClassMate has the ability to generate reports related to the students' medical profile. The following reports can be generated:

- Medical Alerts by course/class-Administrator version
- Medical Alerts by course/class-Instructor version
- Medical Alerts by course/class-Nurse version
- Medical Alerts by student-Administrator version
- Medical Alerts by student-Instructor version
- Medical Alerts by student-Nurse version

Getting Started

- Double Click **My Reports Folder**>
- Double Student Processing**>
- Select Report

Medical Alerts by Class	
As of: 09/28/2017	Administrator Only View Page 1 of 2
Course Title: Intro to Office Administration	
Class Name: Intro to Office Administration 300 hours August 22, 20	
Class ID: OA0817	Instructor: Mr. Nasser Andersen
Zimmer, Pauline	
Allergies	
Bee Allergy	
Misc	
Epi Pen Carrier	



ClassMate *for* Adult Education

1660 Valley Center Parkway
Suite 500
Bethlehem, PA 18017

Need Assistance? Give us a call.
855-984-1228 Help Desk: Option 1

www.classmate.net

<http://harrisschoolsolutions.com/>

