

Create a New Individual Health Plan

Individual Health Plans (IHPs) allow Health Teams to create and manage individualized student health plans.

Each plan includes the following areas:

[Details](#) - Health Concerns, Diagnosis with Additional Student Information about Transportation, Physicians/Specialists, Allergies, Medications, Rescue, and Maintenance.

[Health Background](#) - Details about History, Triggers, Special Precautions, and Restrictions.

[Emergency Contacts](#)

[Health Concerns](#) - Individual Health Plans can be created for students based on six (6) main Health Condition categories: **General, Allergy, Asthma, Cardiac, Diabetic, and Seizure.**

Each Health Condition has tailored fields for inputting details related to the health condition. General is used for all Health Conditions that do not fall into one of the other categories. **Note: IHPs are created for a single Health Condition. Additional Health Conditions require a new plan to be created.**

CREATE NEW INDIVIDUAL HEALTH PLAN

To log in, open a Web Browser and enter your district-specific address: [\[yourdistrictname\].schooldata.net/ihp](#).

Type in your username and password. Click Sign In.

	<ul style="list-style-type: none"> • Create New Individual Health Plan • View My Health Plan - Plans created by User • View All Health Plans - All Plans Ever Created <p>The Actin Gear to the right provides actions to</p> <ul style="list-style-type: none"> • Edit • Delete • Print • Clone
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Details

The Details tab allows for the entry of information about who the individual Health Plan is for, who will be responsible for following through with it, health concerns/diagnosis, important dates, and additional student information, including transportation, physician/specialist, allergies, medications, rescue, and maintenance. Required fields must be completed to create/save the IHP.

Selected Parties: Select the **Student (Required)**, **Case Manager (Optional)**, and additional **Educators (Optional)** - who should have access to the plan).

Details

Selected Parties
These selections are required. Who is this Individual Health Plan for and who will be responsible for following through with it?

[hide instructions](#)

<p>Student (required) Select</p> <input style="width: 90%;" type="text"/>	<p>Educators (optional) Select</p> <input style="width: 98%;" type="text"/>
<p>Case Manager (optional) Select</p> <input style="width: 90%;" type="text"/>	

Health Concerns: Selecting at least one **Health Concern** and **Diagnosis** is **required**. (Allergy, Asthma, Cardiac, Diabetic, Seizure)

Health Concerns
Define different health concerns associated with the student. At least one is required.

<p>Health Concern (required) Select</p> <input style="width: 98%;" type="text"/>	<p>Diagnosis (required)</p> <input style="width: 98%;" type="text"/>
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Important Dates: This is **required** and will auto-populate. Edit any dates by selecting a new date.

Important Dates
Set Important Dates relating to the student's IHP, like the start date. This is required.

<p>School Year (required) Select</p> <input style="width: 90%;" type="text" value="2023/24"/>	<p>Start Date (required)</p> <input style="width: 90%;" type="text" value="10/31/23"/>	<p>Annual Review Date (required)</p> <input style="width: 90%;" type="text" value="10/31/24"/>
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Additional Student Information: Fill in optional information for **Transportation, Bus Number, Non-medication Allergies, Preferred Hospital, Primary Physician Name, Primary Physician Phone, Medication Allergies, Rescue and Maintenance, Specialist(s) Name, Specialist(s) Phone**, and **Current Medication**. Mark if the Student has a **504 Plan**.

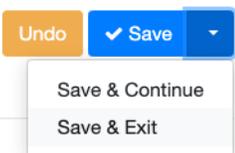
Additional Student Information
Enter additional information about the student.

[hide instructions](#)

<p>Transportation (optional)</p> <input style="width: 98%;" type="text"/>	<p>Primary Physician Name (optional)</p> <input style="width: 98%;" type="text"/>	<p>Specialist(s) Name (optional)</p> <input style="width: 98%;" type="text"/>
<p>Bus Number (optional)</p> <input style="width: 98%;" type="text"/>	<p>Primary Physician Phone (optional)</p> <input style="width: 98%;" type="text"/>	<p>Specialist(s) Phone (optional)</p> <input style="width: 98%;" type="text"/>
<p>Non-medication Allergies (optional)</p> <input style="width: 98%;" type="text"/>	<p>Medication Allergies (optional)</p> <input style="width: 98%;" type="text"/>	<p>Current Medication (optional)</p> <input style="width: 98%;" type="text"/>
<p>Preferred Hospital (optional)</p> <input style="width: 98%;" type="text"/>	<p>Rescue and Maintenance (optional)</p> <input style="width: 98%;" type="text"/>	

Student has 504 Plan?

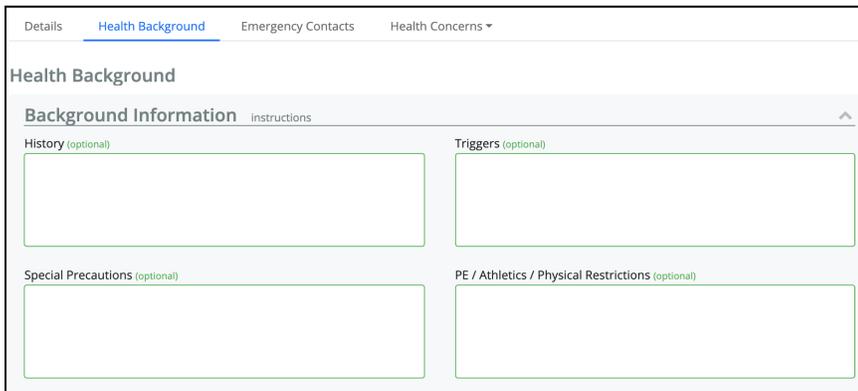
Click **Save and Continue** from the top right drop-down menu.



Health Background

The Health Background tab allows for entering health information related to the student. These fields are optional and can be completed as needed. Areas include **History**, **Triggers**, **Special Precautions**, and **Physical Restrictions**.

Click **Next** to continue.



The screenshot shows the 'Health Background' tab in a web application. It features a navigation bar with 'Details', 'Health Background' (selected), 'Emergency Contacts', and 'Health Concerns'. Below the navigation is a 'Health Background' section with a 'Background Information' sub-section. This sub-section contains four optional input fields: 'History (optional)', 'Triggers (optional)', 'Special Precautions (optional)', and 'PE / Athletics / Physical Restrictions (optional)'. Each field is represented by a large, empty rectangular box with a green border.

Emergency Contacts

The Emergency Contacts tab allows for the entry of any emergency contact(s) for the student and labels it to identify the contact's relationship and contact number.

Individual Health Plan: 12, testy Cancel Next

Details Health Background **Emergency Contacts** Health Concerns ▾

Emergency Contacts

Individual Health Plan Emergency Contacts for Data Admin (1 records) Add Record ⚙

Individual Health Plan Emergency Contact Name	Individual Health Plan Emergency Contact Phone Number	Individual Health Plan Emergency Contact Relationship
John Doe	1234	Parent

Click **Add Record** to enter a new **Emergency Contact Name**, **Phone Number**, and **Relationship**. When finished, click **Add**.

NOTE: When adding new Emergency Contacts, add details of **Home**, **Cell**, and **Work Numbers**, including **Extension**. Also, include additional details to help identify the contact and//or the correct phone number to call first.

Add Record Add

Add/Edit Individual Health Plan Emergency Contacts

Individual Health Plan Emergency Contact Name (required)

Individual Health Plan Emergency Contact Phone Number (required)

Individual Health Plan Emergency Contact Relationship (required)

After adding, each column can be **Filtered** and sorted as needed by clicking the **Action Gear** in each column. To **Edit** or **Delete** the contact, click the **Row Actions & Options Gear** to the right of the line.

Emergency Contacts

Individual Health Plan Emergency Contacts for Data Admin (1 records) Add Record

Individual Health Plan Emergency Contact Name	Individual Health Plan Emergency Contact Phone Number	Individual Health Plan Emergency Contact Relationship
na	123	na

Column Actions & Options

- Sort Ascending
- Sort Descending
- Filter
- Pin Left
- Pin Right

Row Actions & Options

- Edit
- Delete

Records can also be downloaded by clicking on the Action gear at the top of the container and selecting **Download Data**. This will provide an Excel data sheet for review, saving, or printing.

Emergency Contacts

Individual Health Plan Emergency Contacts for Data Admin (1 records) Add Record

Individual Health Plan Emergency Contact Name	Individual Health Plan Emergency Contact Phone Number	Individual Health Plan Emergency Contact Relationship
na	123	na

Data Table Actions & Options

Display Options

Display as

Table Columns

Text Lines Per Row

1 text line

Show Pagination Controls

Columns / Properties

Individual Health Plan Emergency Contact Name

Individual Health Plan Emergency Contact Phone Number

Individual Health Plan Emergency Contact Relationship

Filtering

Filter Form

Show Quick Filters

Grouping/Arrangement

Arrange Columns

Order Rows

Grid Actions

Download Data

ACTIONS

Refresh Data Table

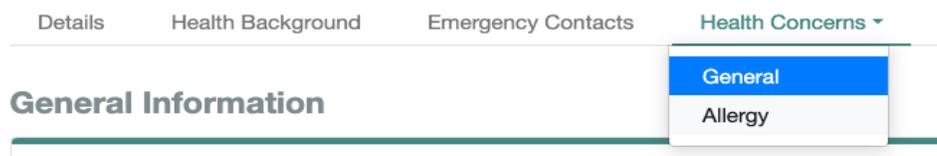
Click **Next** in the top right to continue.

Health Concerns:

This section's Menu options will change based on the selected Health Concern on the Details page. Fields and selections are specific to the selected Health Concern.

- General (Other) will always be displayed in the Health Concern menu. The General section only needs to be completed when Other is the selected Health Concern on the Details page. Leave General blank when another Health Concern is selected.
- Updating the Health Concern on the Details tab will update the Health Concerns menu to display the updated Health Concern Selection.
- A student can only have one Individual Health Plan per Health Concern per school year.

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Further information on various Health Concerns may be found here: [IHP - Health Concerns](#).

Here are a few other notes about Individual Health Plan Reports:

- The Individual Health Plans can be created for the next school year.
- The **Individual Health Plan Report** is available in **Reports Manager** to run reports by Student Group and School Year.
- The Individual Health Plan Data Table is available in two (2) screen views for Homeroom Dashboard:
 - **Individual Health Plan Data Table** with input selectors for Student Group and School Year.
 - **Student Spotlight - Student Health Plan Container**.