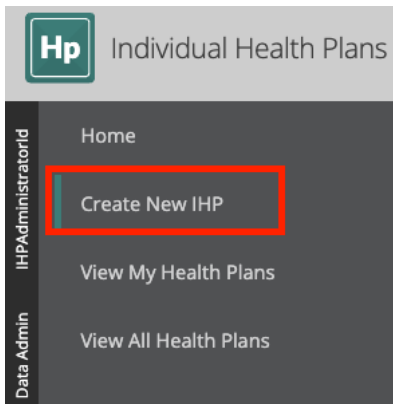


Create a New Individual Health Plan

Creating an Individual Health Plan (IHP) for a student involves several steps to address the student's specific health needs.

CREATE NEW INDIVIDUAL HEALTH PLAN

1. Open a web browser and enter your district-specific address: [\[yourdistrictname\].schooldata.net/ihp](#). Fill in your username and password to sign in.
2. Start under **Create New IHP** in the left navigation menu.



Details

This tab captures essential student health information:

1. Selected Parties:

- **Student(Required):** Select the student for whom the Individual Health Plan is being created.
- **Case Manager (Optional):** Select if applicable.
- **Educators (Optional):** Additional educators should have access to the Individual Health 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](#)

Student (required) [Select](#)

Case Manager (optional) [Select](#)

Educators (optional) [Select](#)

2. Health Concerns:

- Select the **Health Concern** (e.g., allergy, asthma, cardiac, diabetic, seizure, or general).
- Choose the **diagnosis** related to the selected Health Concern.

Health Concerns

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

[hide instructions](#)

Health Concern (required) [Select](#)

Diagnosis (required)



3. **Import Dates:** These will auto-populate, but you can edit them as needed (e.g., IHP Start Date, Renewal Date, etc.).

Important Dates
Set Important Dates relating to the student's IHP, like the start date. This is required.
[hide instructions](#)

School Year (required) [Select](#)
2024/25 ✖

Start Date (required)
11/20/24 📅

Annual Review Date (required)
11/20/25 📅

4. **Additional Student Information:** Fill in the following details if applicable:

- Transportation (Bus Number, etc.)
- Non-medication Allergies
- Preferred Hospital and Primary Physician details (Name, Phone)
- Medication Allergies (if applicable)
- Rescue and Maintenance details
- Specialists (Name and Phone)
- Current Medication
- 504 Plan (Mark the **checkbox** if the student has one)

Additional Student Information
Enter additional information about the student.
[hide instructions](#)

Transportation (optional) 	Primary Physician Name (optional) 	Specialist(s) Name (optional)
Bus Number (optional) 	Primary Physician Phone (optional) 	Specialist(s) Phone (optional)
Non-medication Allergies (optional) 	Medication Allergies (optional) 	Current Medication (optional)
Preferred Hospital (optional) 	Rescue and Maintenance (optional) 	

☐ Student has 504 Plan?

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

Undo Save ▾

Save & Continue
Save & Exit

Health Background

You can add further details about the student's health background in this section. These fields are optional.

- Health History
- Triggers (e.g., environmental factors or specific circumstances that affect the student)
- Special Precautions (e.g., additional health measures needed)
- Physical Restrictions (e.g., limitations on physical activities)

Click **Next** to continue.

Individual Health Plan: Hammer*, Ashtae

Cancel Next

Details **Health Background** Emergency Contacts Health Concerns

Health Background

Background Information
Enter additional information about the student's Health Background.
[hide instructions](#)

History (optional)

Triggers (optional)

Special Precautions (optional)

PE / Athletics / Physical Restrictions (optional)

Emergency Contacts

This section allows you to enter student emergency contacts.

1. Click the **Add Record** to input a new contact's details. Include information such as **Name**, **Phone Number** (Home, Cell, Work, etc.), and **Relationship**.
2. Click the **Row Actions Gear** to the far right to **Edit** or **Delete**.
3. Download the contact list in Excel format by clicking the **Action Gear** at the top right of the container and selecting **Download Data**.
4. Click **Next** to continue.

Individual Health Plan: Hammer*, Ashtae

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	
jd	123-4567	Parent	Row Actions & Options Edit Delete

Add Record

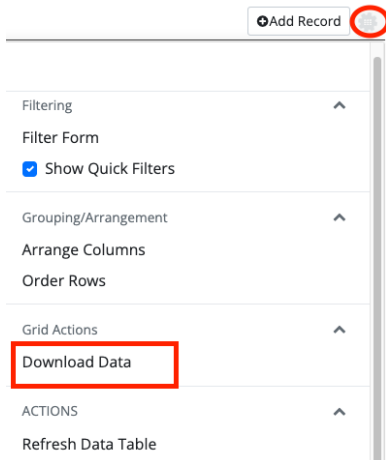
Add

Add/Edit Individual Health Plan Emergency Contacts

Individual Health Plan Emergency Contact Name (required)
John Doe

Individual Health Plan Emergency Contact Phone Number (required)
123-4567

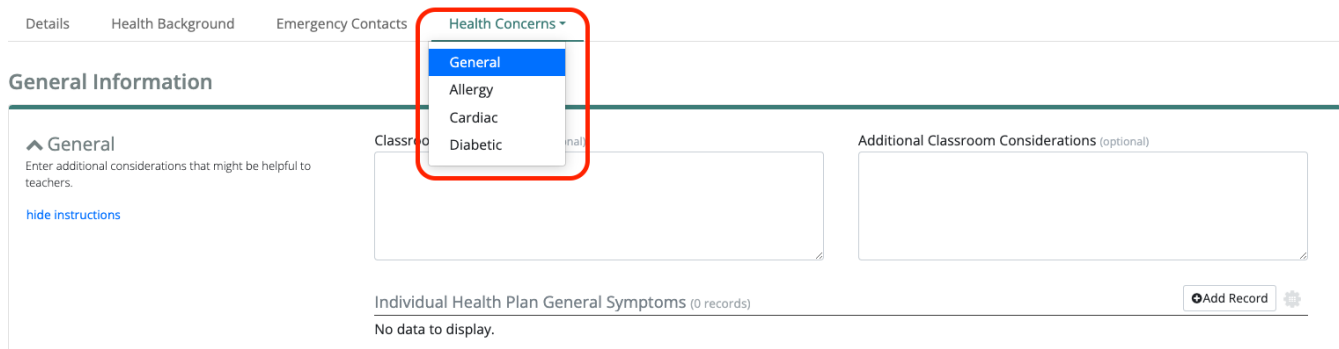
Individual Health Plan Emergency Contact Relationship (required)
Parent



Health Concerns:

The options presented in this section will depend on the health concern selected on the **Details** page.

1. **General (Other)** will always be displayed if the health concern selected is "Other." This section must be filled out only when "Other" is selected. For other health concerns, leave it blank.
2. Update Health Concern: if you update the health concern in the Details tab, the available options will change based on the new section.
3. A student can only have one Individual Health Plan per Health Concern per school year. If the student requires multiple health plans for different conditions, create a new plan for each specific health concern.
4. Once all information has been entered, **Save** your work at every step.



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

Additional Features

- **Reports:** The Individual Health Plan can be reviewed in the Reports Manager, where you can run reports by Student Group or School Year.
- **Homeroom Dashboard:** You can view health data in the Individual Health Plan Data Table with input selectors for Student Group and School Year or the Student Spotlight (Student Health Plan Container).