

## 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 by selecting 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) ..... <a href="#">Select</a> <input style="width: 95%; height: 25px;" type="text"/>	Educators (optional) ..... <a href="#">Select</a> <input style="width: 95%; height: 60px;" type="text"/>
Case Manager (optional) ..... <a href="#">Select</a> <input style="width: 95%; height: 25px;" type="text"/>	

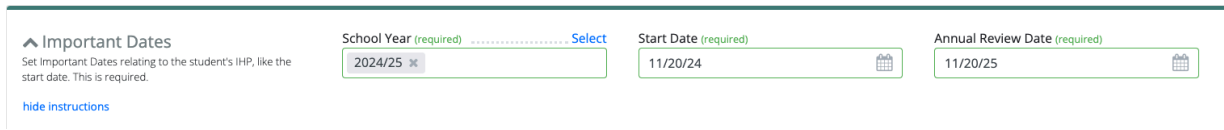
#### 2. Health Concerns:

- 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) ..... <a href="#">Select</a> <input style="width: 95%; height: 45px;" type="text"/>	Diagnosis (required) <input style="width: 95%; height: 45px;" type="text"/>
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3. **Import Dates:** These will auto-populate, but you can edit them as needed (e.g., IHP Start Date, Renewal Date, etc.).



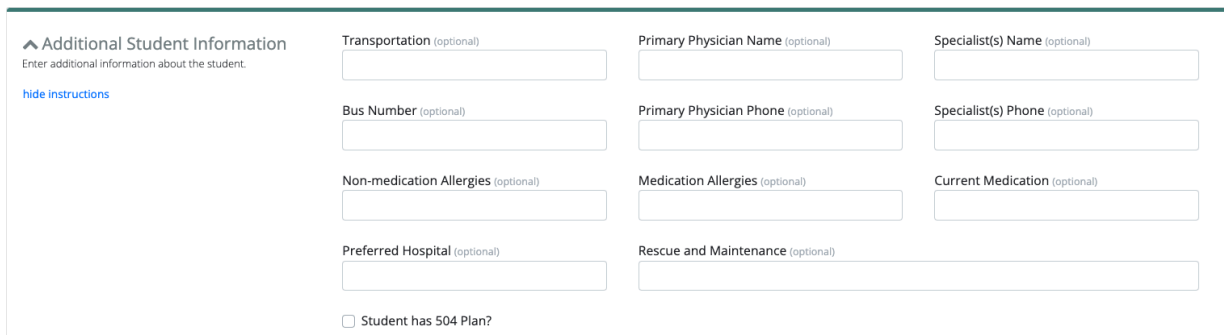
▲ Important Dates  
 Set Important Dates relating to the student's IHP, like the start date. This is required.  
[hide instructions](#)

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)

Bus Number (optional)

Non-medication Allergies (optional)

Preferred Hospital (optional)

Primary Physician Name (optional)

Primary Physician Phone (optional)

Medication Allergies (optional)

Rescue and Maintenance (optional)

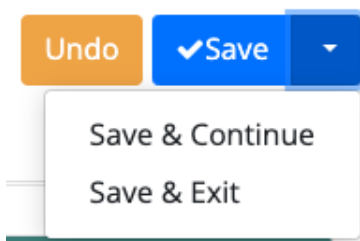
Specialist(s) Name (optional)

Specialist(s) Phone (optional)

Current Medication (optional)

Student has 504 Plan?

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



## 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\*, Ashtaen

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)

**Special Precautions** (optional)

**Triggers** (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** icon at the top right of the container, then selecting **Download Data**.
4. Click **Next** to continue.

Individual Health Plan: Hammer\*, Ashtaen

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

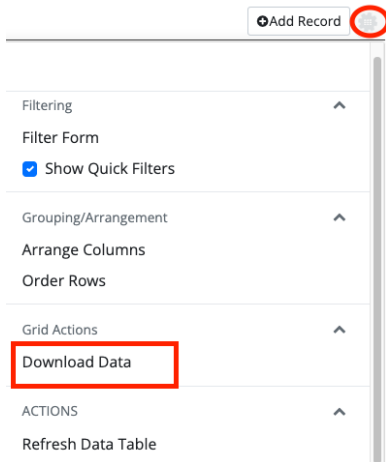
**Add** ✕

#### 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

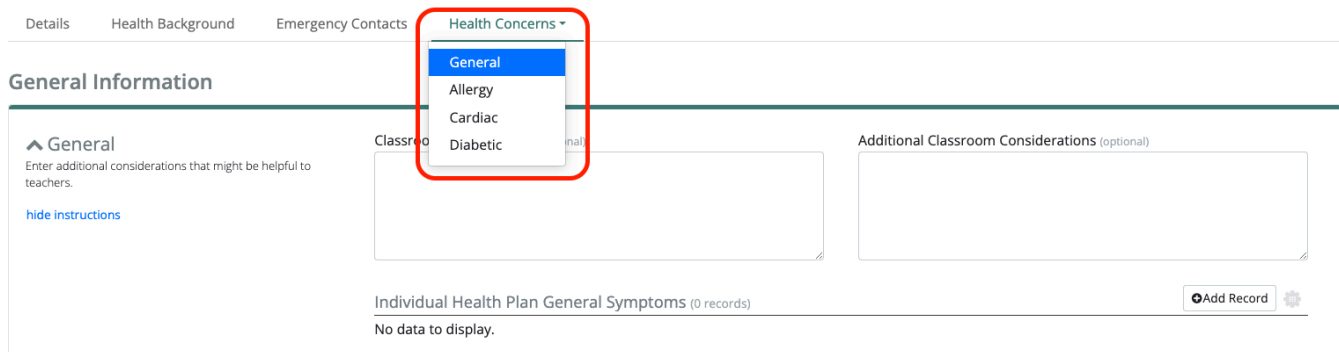
Individual Health Plan Emergency Contact Relationship (required)  
Parent



## 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 may have only 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 condition.
4. Once all information has been entered, **Save** your work at every step.



Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/14883136437395>.

## 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).