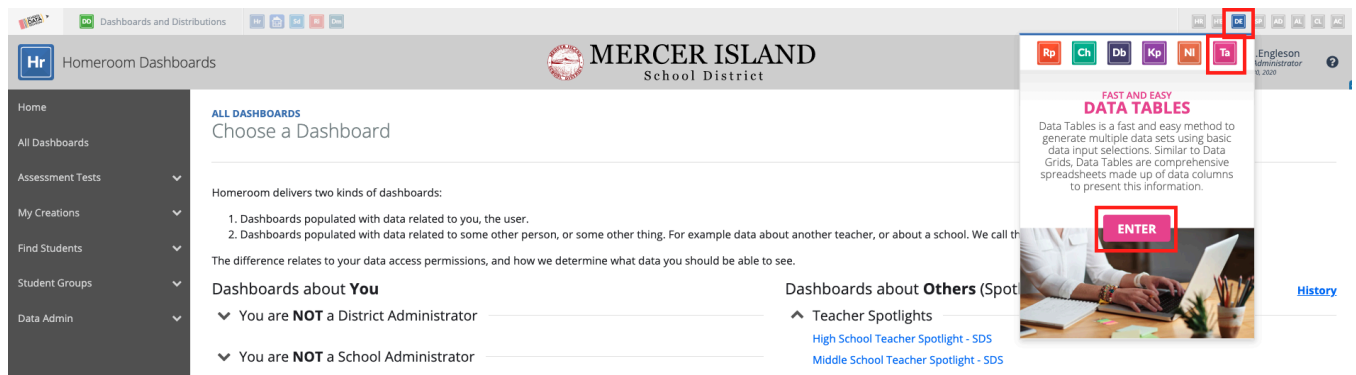


Individual Health Plans Data Table V2

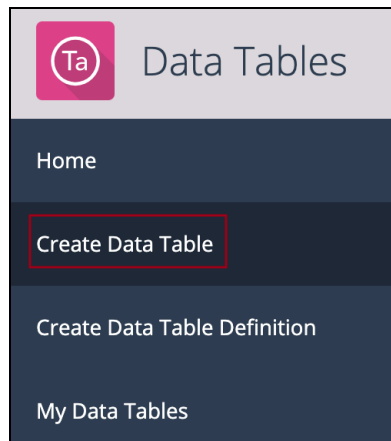
Using the Individual Health Plan Data Table, districts can generate a spreadsheet extract to monitor Individual Health Plans (IHPs) by school year, student group, school, or health concern. The extract includes data points such as health concerns, diagnoses, case manager, school year, plan start date, plan annual review date, and was created by the user.

Generating IHP Data Table

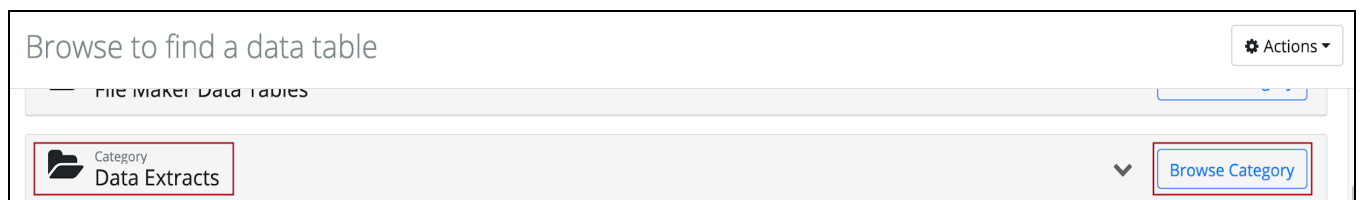
1. Navigate to the **Data Tables application** by clicking on the Application Selectors across the top of the screen. Find the square labeled **DE (Data Extracts)** and select the **TA for Data Tables**, and click the enter button.



2. Click **Create Data Table** from the left navigation menu.



3. Click **Browse Category** to the right of **Data Extracts**.



- Scroll down the list of available Data Extracts and click **Build Data Table** to the right of **Individual Health Plans**.

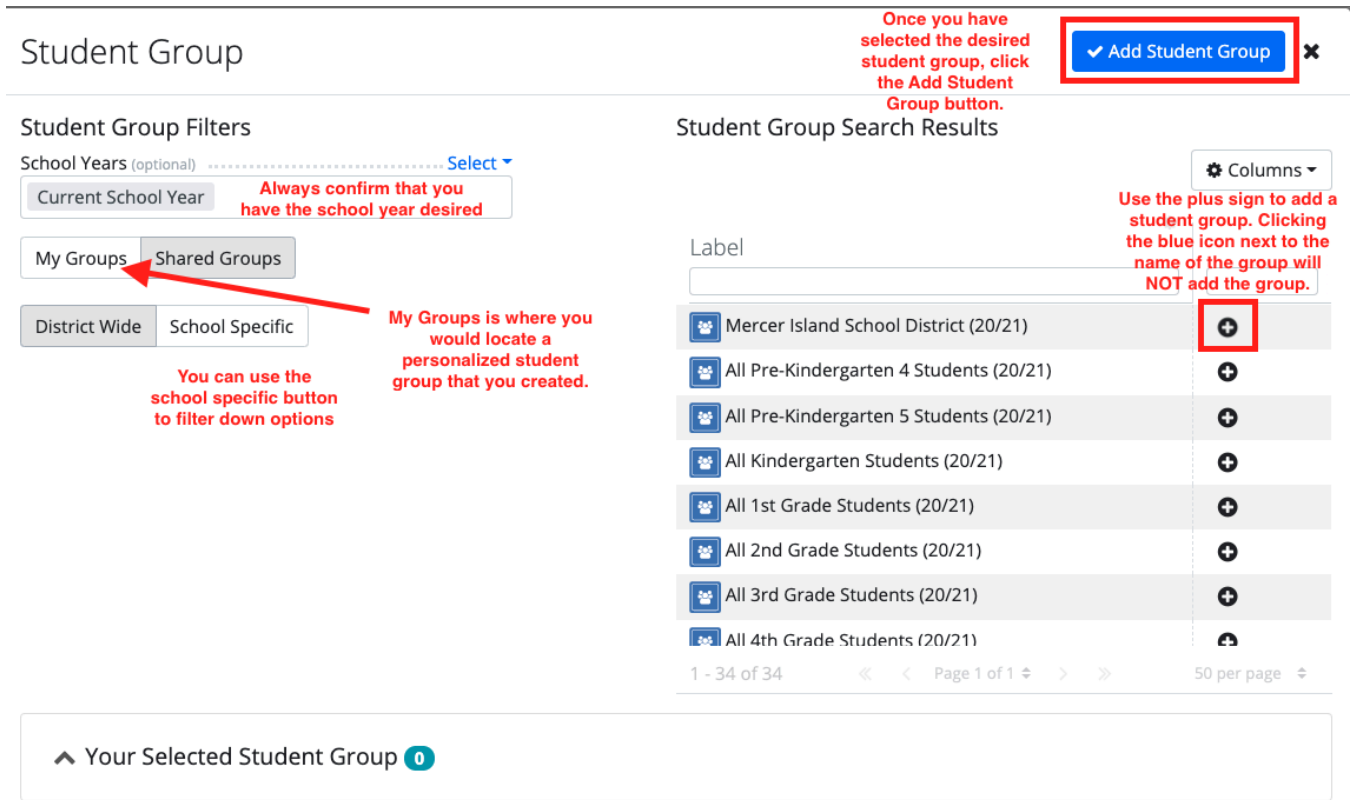


Browse to find a data table

Data Table Definition
Individual Health Plans

Build Data Table

- Click **Select** to choose a **Student Group**. Always confirm the desired school year.
- Select the **Shared Groups** or **My Group**. **My Groups** will locate a personalized student group you created.
- Use the **plus sign** to add a student group. Clicking the blue icon next to the group's name will NOT add the group.
- Once the student group is selected, click the **Add Student Group** button.



Student Group

Once you have selected the desired student group, click the Add Student Group button.

Add Student Group

Student Group Filters

School Years (optional) Select

Current School Year Always confirm that you have the school year desired

My Groups Shared Groups

District Wide School Specific

My Groups is where you would locate a personalized student group that you created.

You can use the school specific button to filter down options

Student Group Search Results

Columns

Label

Mercer Island School District (20/21)	+
All Pre-Kindergarten 4 Students (20/21)	+
All Pre-Kindergarten 5 Students (20/21)	+
All Kindergarten Students (20/21)	+
All 1st Grade Students (20/21)	+
All 2nd Grade Students (20/21)	+
All 3rd Grade Students (20/21)	+
All 4th Grade Students (20/21)	+

Use the plus sign to add a student group. Clicking the blue icon next to the name of the group will NOT add the group.

1 - 34 of 34 Page 1 of 1 50 per page

Your Selected Student Group 0

- Click **Select** to choose a **School Year**.
- Click **Generate Data Table** in the upper right once a Student Group and School Year have been selected.

Individual Health Plans
View Description
Generate Data Table

Please Make a Selection for All Required Fields

Student Group (required) Select School Year (optional) (1) ▾

Mercer Island School District (19/20) ✕

20/21 ✕

11. A preview of the IHP Data Table will be displayed. Click **Download XLSX** in the upper left to export the data table to Excel.

You are previewing a maximum of 100 records. To view more, please download the file. You can also save this configuration to use at a later time.

Download Validation Workbook

Student	Other ID	School	Grade Level	Birth Date	Case Manager
		Islander Middle School	7	2006-09-02	
		Islander Middle School	7	2007-02-15	
		Island Park Elementary	5	2008-11-24	
		Island Park Elementary	5	2008-11-24	
		Islander Middle School	6	2006-12-19	

12. An Excel export of the data table will download.

	A	B	C	D	E	F	G	H	I	J	K
1	StudentName	OtherId	School	GradeLevel	BirthDate	CaseManager	HealthConcern	Diagnosis	SchoolYear	PlanStartDate	PlanAnnualReviewDate
2	*****	*****	Islander Middle School	7	2006-09-02	*****	Diabetic	Type I Diabetes	20	9/5/19 0:00	9/5/20 0:00
3	*****	*****	Islander Middle School	7	2007-02-15	*****	Other	Ulcerative Colitis	20	1/21/20 0:00	1/21/21 0:00
4	*****	*****	Island Park Elementary	5	2008-11-24	*****	Allergy	Life-threatening Allergy to Peanuts and Tree Nuts	20	9/2/20 0:00	9/2/21 0:00
5	*****	*****	Island Park Elementary	5	2008-11-24	*****	Asthma	Asthma	20	9/2/20 0:00	9/2/21 0:00
6	*****	*****	Islander Middle School	6	2006-12-19	*****	Seizure	Myoclonic seizures	20	1/21/20 0:00	1/21/21 0:00