

CHAPTER 16
ANNUAL SCHOOL HEALTH SERVICES REPORT

New Mexico Public Education Department /New Mexico Department of Health Annual School Health Services Report

Introduction

The New Mexico Department of Health (NMDOH) Regional Health Officers require online submission of an Annual School Health Services Report (ASHSR) from each school district and from each individual charter school at the end of each school year. The weblink to report school district data is made available at the end of each school year and is monitored by the New Mexico Public Education Department (NM PED) Medicaid/Health Services Coordinator within the [PED School and Family Support Bureau](#). Additionally, technical assistance and support may be obtained by contacting individuals identified on the report data collection web site referenced above. School Health Advocates (SHAs) located in each Region of the NM Department of Health (DOH) are also available to offer guidance and assistance in collecting data for the report; their contact information can be obtained from <http://www.nmschoolhealthmanual.org>.

It is usually the responsibility of each school nurse and health assistant to collect this information on an ongoing basis throughout the school year. Then, the final report should include aggregate data from all schools within a school district. State and local charter schools should submit individual reports. In districts where there is more than one school nurse, it is usually the responsibility of the lead nurse/nurse administrator to file the final report for a school district.

The NM PED has a collaborative agreement with the DOH to generate a state-level report using the aggregate data from each school district and each charter school. This report can be used to plan, educate policy makers and advocate for school health services, as well as other evidence-based health promotion strategies on state a level. Schools are encouraged to use the ASHSR along with other data when making local decisions regarding staffing and the allocation of resources to support school health. Also, sections of the aggregate data are submitted to the National Association of School Nurses (NASN) Step Up! Database annually to be included in NASN's national school health services report.

Definitions and Clarifications

A detailed guide of definitions and clarifications is included on the resource section of this Chapter. This document is meant to assist the data entry person in choosing the correct reporting categories. It identifies information to include under each heading of the report.

Data Collection Assist Tools

If the capacity to collect data electronically on an ongoing basis does not exist for a school, several assist tools are available for the school nurse to use for accumulating information by hand that can eventually be transferred to the online data collection system. This may be helpful for those situations when web access is not readily available. These tools may be found in resource section of this Chapter. While the format of these tools may not be the same as the PED online report format, the content is the same. If used consistently, all the data necessary to complete the online report to PED at the end of the school year will be collected.

Summaries & Reports

Summaries and reports from prior years are available on the PED website.

[2011-2012 Annual School Health Services Report](#)

[2012-2013 Annual School Health Services Report](#)

[2013-2014 Annual School Health Services Report](#)

[2014-2015 Annual School Health Services Report](#)

[2015-2016 Annual School Health Services Report](#)

Resources

[Annual School Health Services Report Definitions and Clarifications](#)

[Annual School Health Services Complete Report Assist Tool](#)

[Students with Medical Diagnoses Assist Tool](#)

[Students Requiring Medically Complex Procedures Assist Tool](#)

[Students with Prescription Medications at School Assist Tool](#)

[Daily Report Assist Tool for Annual School Health Services Report](#)

[These will all be hyperlinked to the documents.](#)