

Welligent Medication Entry

- (1) **Program History: Disease Management Module (DMM) Enrollment.** Only one **Active** enrollment. **Do not enter** medication or protocol within a DMM module with a Discharged status.

Click  under Edit column

	Edit	Print	Program	Status
			Disease Management Module	Active

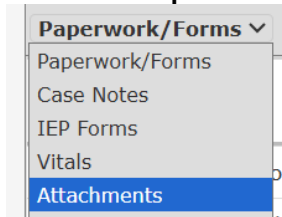
(2) DMM Tab

- ✓ School Nurse – update assigned school nurse’s name as necessary by clicking 

School Nurse

➔

- ✓ IEP Forms – lists student’s Active IEP. LVN access to verify if student has active IEP
- ✓ **Attachments:** upload scanned copy of the medication order saved on the same computer using for the data entry.
- ✓ **Click on Paperwork/Forms.** From the drop-down menu, select **Attachments**



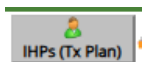
New Attach

Choose File

Click New Attach > > select file saved in your computer folder

Brief Description: Use the format yyyy, mm, dd, Name of Medication. The date is the healthcare provider’s authorization (HCP) date

(3) IHPs (Tx Plan)



- ✓ Click **New Treatment Plan**
- ✓ Click the circle to the left of the **Treatment Plan** name selected. The appropriate Treatment Plan name is based on the student’s medical diagnosis, i.e. Attention Deficit Disorder
- ✓ Click Next
- ✓ **Treatment Plan Name:** DO NOT change
- ✓ **Plan Status:**
 - Pending – while completing the Treatment Plan details
 - Active - Only after the details have been entered and saved as Pending the Treatment Plan should be updated to Active
 - Cancelled – Treatment Plan entered in error
 - Inactive – Expired healthcare provider (HCP) authorizations
- ✓ **Protocol (1..5):** DO NOT SELECT value if completing for a medication
- ✓ **Start Date:** DO NOT COMPLETE (Leave Blank) for a Tx Plan for Medication
- ✓ **Frequency:** DO NOT COMPLETE (Leave Blank) for a Tx Plan for Medication
- ✓ **PRN:** DO NOT COMPLETE (Leave Blank) for a Tx Plan for Medication
- ✓ **Implementation Date:** the date the student starts taking the Medication at school. Same as the Begin Date in the Medication Tab (Details). This date should be the date after both HCP and parent authorization dates. There must be a parent authorization before the Implementation Date (Begin Date or Start Date)
- ✓ **Effective Until:** same as Authorization Expiration Date, one calendar year from the HCP authorization date.
- ✓ **Prepared By:** prepopulated with the staff name signed in to Welligent. Don’t change.

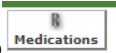
- ✓ **Date Prepared:** default to system date, do not change
- ✓ **Reviewed By:** name of school nurse reviewing the treatment plan set up.
- ✓ **Date Reviewed:** date that the school nurse above is reviewing the treatment plan set up.
- ✓ **Protocol Provider:** prefills with School Nurse's name in the DMM tab, Admission Information. This field MUST have the school nurse's name (RN), not the Licensed Vocational Nurse, not the Health Care Assistant
- ✓ **E-Signature:** signed by the school nurse updating the Plan Status to Active

Diagnosis Tab

- ✓ Nursing Diagnoses – prepopulated with each Treatment Plan templates. Maybe modified based on the student's assessment
- ✓ Assessment – school nurse's (RN) to complete based on nursing assessment. LVNs are only trained to enter "RN to Complete" when they put together the Treatment Plan for Medication
- ✓ Medical Diagnoses – click inside the box to search for the diagnosis.

Authorizations Tab (SKIP for Medications)

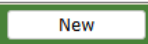
Protocol Details (SKIP for Medications)

LVN: Click Save and proceed to the **Medications Tab**  to enter the Medication details.

School Nurses:

- ✓ Complete the **Assessment** text box. Please take note that LVNs only enter "School Nurse to complete nursing assessment."
- ✓ **Review the Tx Plan** if it was initially set up by an LVN (or a School Nurse from another school)
- ✓ Enter name on the field **Reviewed By**
- ✓ Update **Status** of the Treatment Plan to **Active**
- ✓ Proceed to the **Medications Tab**. Review the Medication entry if it was entered by a Licensed Vocational Nurse (LVN) or another School Nurse

(4) MEDICATIONS TAB

- ✓ Click New 

DETAILS TAB

- ✓ **Medication Name:** Search the name of the medication. If the medication is not in the database, it must be requested to be added by ITD. Currently, requests are submitted through District Nursing to verify the medication name, strength, form, route. Send a copy of the HCP order for verification.
- ✓ **Status:** Current (default)
- ✓ **Drug Protocol:** Skip
- ✓ **Begin Date:** First day that the student is anticipated to be in school to take the medication. This date should be after both HCP and Parent authorization dates.
- ✓ **Date Discontinued:** Same as Medication Authorization Expiration Date (one calendar year from the HCP date unless it's ordered on a specific number of days less than one calendar year)
- ✓ **Reason Discontinued:** Skip when setting up a new medication.
- ✓ **Reason Discontinued Other:** Skip when setting up a new medication.
- ✓ **Special Instructions:** Refer to the HCP order. Transcribe the Special Instructions verbatim from the HCP order. If no special instructions, enter "None"
- ✓ **Potential Side Effects:** Refer to the HCP order
- ✓ **Strength:** Prepopulated from the medication search. Maybe updated based on the HCP order (click inside the text box and click OK)
- ✓ **Drug Code:** prepopulated from the hcp order
- ✓ **Dosage:** specify, based on the strength the # of tab/cap or mL
- ✓ **Type:** Select the appropriate type of medication
- ✓ **Controlled Substance:** click on the check box as appropriate
- ✓ **Prescription or OTC:** Always select Prescription
- ✓ **Application:** Select appropriate value
- ✓ **Unit Cost to Storage Bin:** Skip
- ✓ **Provider:** Prepopulates with the School Nurse's name entered in the DMM Tab. Verify for accuracy.
- ✓ **Prepared by:** Prepopulates with the School Nurse's name signed in to Welligent
- ✓ **Reviewed by:** Name of the School Nurse reviewing the Medication entry

- ✓ **Show on caseload:** Skip
- ✓ **Confidential:** Defaults to Highly Confidential.
- ✓ **Treatment Plan:** Select the Treatment Plan that was set up prior to the Medication entry
- ✓ **Formulary Status:** On Formulary (read-only)
- ✓ **Included in IEP:** verify and click appropriate option
- ✓ **Included in 504 plan:** verify and click appropriate option
- ✓ **Quantity** (For Prescription) to Picture Description: Currently not in use

AUTHORIZATIONS TAB

- ✓ **Licensed Health Care Provider:** click inside the box and search for the Licensed Health Care Provider name. If the name of the Licensed Health Care Provider's name is not searchable, it must be set up using the **Contacts** link found on the side bar menu under **Communications Center**
- ✓ **Authorization Type:** Written
- ✓ **Date:** Prescription/order date
- ✓ **Parent/Guardian:** Select from the drop-down menu
- ✓ **Authorization Type:** Written
- ✓ **Date:** prescription/order date
- ✓ **Authorization Expiration Date:** leave blank; prepopulates with one calendar year from the HCP order date
- ✓ **Diagnosis:** Click inside the box to search. Enter the diagnosis Description. Select by clicking on the check mark to the left of the description
- ✓ **Medication Order Date:** Leave blank
- ✓ **Authorization Notes:** Leave blank

EVENTS/REFERRALS/NOTES TAB (for scheduled medications only)

- ✓ Click **Recurrence**
- ✓ Enter the **Start Time**
- ✓ **Session Length:** defaults to 5 minutes. It may be changed to indicate the HCP ordered frequency
- ✓ **Recurrence Pattern:** Defaults to Weekly. Click on **Daily**.
- ✓ Click **Save**

- ❖ **For Routine Medication,** verify if the schedule displays on the **Daily Log**
- ❖ **For PRN,** verify if the medication is listed on the PRN Registry