

Title: Creating an IHP for a Student using an existing template

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Product: SNAP Health Center

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Version(s): all

Background: This article explains how to create an IHP for a student using an existing template. It also reviews printing, editing, recording progress evaluations and editing the IHP form letter template.

Instructions:

Add the condition you are creating an IHP for to the student's health record



1. Open the student's health record
2. Go to Cond/Alerts
3. Click **New**
4. Add the condition you are creating an IHP for to the student's health record
5. Go to IHPs



6. Click **New**
7. A list of the student's conditions, along with any available IHP templates will display. Place a checkmark next to the name of the template you want to use to create this student's IHP.
8. Click **Next**
9. Click **Yes** to the conditions warning, the IHP will open. Any items in your template will automatically display. This is where you make the IHP student specific.



10. Single click on the first **Nursing Diagnosis**. Its **Related To Factors** and **Assessment Outcome** items will display. There are three ways to edit the items in this window:

First, you can simply double click in any of the existing items and free form type. You can delete information or you can add additional information.

Second, you can click the **+** button and select additional items from the library lists. These are the same library lists you saw when you were creating the IHP template in the template library. Simply click on the item you want and click the **Add Selected Items** button. If you are struggling to find the item you want to add, simply add any item, then double click in the cell, delete its contents and type in what you want to see.

Third, you can remove items that are not appropriate for this student's IHP by clicking on them and clicking the **X** button.

The Preview button at the bottom left will allow you to view how the information will display on the printed IHP.

11. Click on the **Goals**. Any goals you entered in your template will appear. Again, this is where you add or remove goals for this specific student.
12. Repeat for Interventions and Progress Evaluations.
13. Click **OK** to save and close your student's IHP

To Print the IHP:

1. Open the student's Health Record and go to IHPs
2. Single click on the IHP in the top section
3. Click **Prepare**, a print preview will display
4. Click **Print**
5. You will notice an image of the printed IHP will be saved in the lower section of IHPs. This provides a running history of the IHP. Each time you print it, another image will be saved.

To edit an existing IHP:

1. Open the student's Health Record and go to IHPs
2. Single click on the IHP in the top section
3. Click **View/Edit**
4. Use the controls on the left to access each section of the IHP to make your edits
5. Click **OK** to save your changes
6. Click **Prepare** to print an edited copy of the IHP

To record a progress evaluation for an existing IHP:

1. Open the student's Health Record and go to IHPs
2. Single click on the IHP in the top section
3. Click **View/Edit**
4. Click **Progress**
5. Click **Review**
6. A column appears with the current date at the top
7. Click in the cell under the date and select the status of the particular goal.
8. Click **OK** to save and close the IHP

To edit the form letter template that generates the printed IHP:

1. Go to **Library | Form Letters**
2. Under the **Type** menu choose **IHP**
3. In the **Title** field, choose **Main**
4. You can use the **Format** menu to pick the area of the template you want to edit (main text, header, footer)
5. Items in brackets are replaced with data from the student health record. The item <<IHPDetails>> inserts everything you type into the student's IHP