

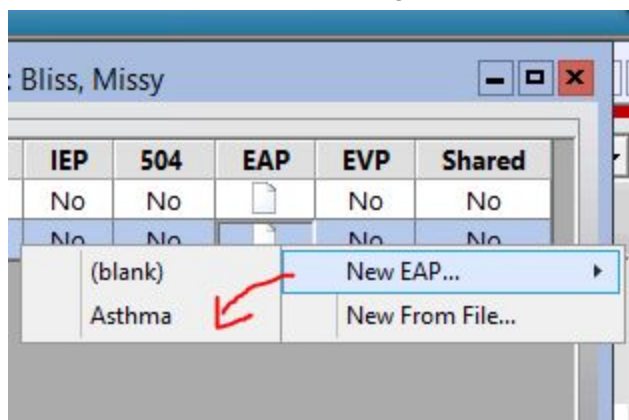
How to Create EAPs in SNAP

You can create EAPs two different ways through SNAP.

- A. **First way** is by creating an **individual** EAP by going through the student's **Condition and Alert** list. If you make a EAP this way it is saved in **Condition/Alert**
 - a. Pull up individual student
 - b. Go to condition and alerts
 - c. Find condition you would like to make a emergency action plan for and look to the right and hit EAP

Condition / Alert	Current	Medical Dx	ICD-10 Code	Confidential	Priority	Proof	IHP	IEP	504	EAP	E
Assistive Device	Yes		Select...	No	0-Low		No	No	No		f
Asthma	Yes		Select...	No			No	No	No		f

- d. After hitting the EAP in condition/alerts. In this case asthma, you then need to hit **new EAP and then go to the left and hit asthma to the left. Do not hit New from file** it brings up old action plans.



- e. The action plan will come up and and you can edit as you see needed
- f. Then you can print and save, it will be saved in Condition/Alerts and this is where you will find it in the future.
- g. The advantage of creating the plan this way is that it can be edited and can be found easily by a substitute.

The above way of creating EAPs is described in full below by SNAP in **Using SNAP EAPs**. These instructions also show how you can save a plan for previous years in history and then make any edits for the current school year, thus showing your original plan, from the previous year in history and then the current plan, with new edits, in condition/alerts.

Using SNAP EAPs



SNAP Health Center User Guide Addendum (Ver. 4.6 Update) © 2017 Professional Software for Nurses, Inc.

Emergency Action Plan Tool

The SNAP Emergency Action Plan (EAP) tool creates customized emergency action plans that outline what to watch for and how to respond in a student health emergency. EAPs are stored in the Conditions/Alerts section of the student's health record and are visible on the Staff Portal and Parent Portal (if in use). Student EAPs can be created in SNAP Health Center using a condition specific template or they can be created outside of SNAP Health Center and imported into the student health record.

Student	Condition / Alert	Date	Alertable	Comments	Current	Medical Dx	ICD-10	Confiden	Priority	Proof	IHP	IEP	SNA	EAP	I/P	Shared
Home	Allergy: environmental		Yes		Yes		Select...	Yes		<input type="checkbox"/>	No	No	No	<input type="checkbox"/>	No	No
Contacts	Headache-migrate		No		Yes		Select...	No		<input type="checkbox"/>	No	No	No	<input type="checkbox"/>	No	No

Overview

An EAP can be created for a student using a template or by simply attaching an already created EAP document to the student's health record. EAPs are created and stored in the Cond/Alerts section of the student health record.

Entering Conditions

The Cond/Alerts section is the seventh area in a Health Record. This is where the student's current and past medical history is documented and stored and set as a medical alert or not. Before creating an EAP for a student, the health condition(s) for which you want to create an EAP must be added. See section 6.10.1 of SNAP User Manual for information on entering student health conditions.

Creating an EAP for a Student

With a Template

- Open a Health Record and select Conditions
- Click on icon in EAP column for condition the EAP addresses
- Click **New EAP...** and select template name you want to use as a starting point
- The student's EAP will appear below, review and modify as needed for that specific student
- Click **OK** to save and close

Attach an Existing EAP File

- If you are a PSNI Cloud Services customer, upload student's EAP to Cloud using Upload Files icon under pink toolbox. If using locally installed SNAP skip this step.
- Open a Health Record and select Cond/Alerts
- Click on icon in EAP column for condition the EAP addresses



- Click **New from file...**
- Browse to location of EAP file. Click once to highlight file name and click **Open**
- A green check mark will display on EAP icon indicating EAP has been saved
- Click **OK** to save and close

Viewing Student EAPs

- Open student's Health Record and select Cond/Alerts
 - Click icon in EAP column for condition the EAP addresses
 - Click **View/Edit**
 - EAP will display
 - Click **OK** to close
-

Saving the Original EAP Before Editing

Before editing an EAP, if you want a copy of the original for record keeping purposes, do the following:

- Open a Health Record and select Cond/Alerts
- Click icon in EAP column for condition the EAP addresses
- Click View/Edit
- The EAP will display
- Click Export at the bottom of the screen or, if the EAP is a linked file, click File | Save As the top left
- Enter a recognizable file name with a date to identify when it was saved and make note of where you save it
- Click OK to save and close
- The original EAP can be attached to the History section of the student's health record

Editing EAPs Within SNAP

- Open a Health Record and select Cond/Alerts
- Click icon in EAP column for condition the EAP addresses
- Click View/Edit
- The EAP will display, make required edits
- Click OK to save and close

Editing EAPs from a Linked File

Linked files can be edited provided you have an editing version of the software the file was created in.

- Open a Health Record and select Cond/Alerts
- Click icon in EAP column for condition the EAP addresses
- Click View/Edit

- Depending on the file type and available software on the computer, the EAP file will either display or you will be given the option to save the file to be opened in a different program.
- If the file is editable, make your edits. Whether the file can be edited depends on the file format and the software you have available to make edits.
- Use the Save As function to save a copy of the edited EAP; enter a recognizable file name and make note of where you save it.
- Click EAP icon, select Delete and confirm you want to delete original EAP
- Click EAP icon, select New from file....
- Browse to location of edited EAP file. Click once to highlight file name and click Open
- Click OK to save and close

Attaching Old EAPs to the Student's History Section

- Open a Health Record and select **History**
- Click **Attachments**
- Click **Attach**
- Click **Conditions**
- Browse to where you saved the EAP you want to attach and double click
- Click **Ok**

Printing a Student EAP

- Open student's Health Record and select **Cond/Alerts**
- Click icon in EAP column for the condition the EAP addresses
- Click **View/Edit**
- Checkmark **Print** and click **OK** or use the print function for your linked file

Exporting a Student EAP

- Open student's Health Record and select **Cond/Alerts**
- Click icon in EAP column for the condition EAP addresses
- Click **View/Edit**
- Click **Export** or use the **Save As** function for your linked file
- Browse to location to save student's EAP
- Click **Save**
- Click **OK**
- PSNI Cloud Services users must download the file using the **Download Files** icon under the pink toolbox

Deleting a Student EAP

- Open student's Health Record and select **Cond/Alerts**
- Click icon in EAP column for condition the EAP addresses
- Click **Delete** and confirm you want to delete EAP
- Click **OK**

B. The second way to create a EAPs is by creating a **group** of EAPs in SNAP. These plans will be saved directly into history. While you can make a group of plans at one time, you can not edit the plan like you would be able to do in **condition/alerts**. And to find the plan you would have to go to history to pull it up.

Below I am going to use asthma as an example in creating a group of asthma EAPs using students in the training school. An example of when you may want to do this is in creating your action plans for the bus drivers

1. Go to reports and create a list of students with asthma and print it out. You do this by going to:

Reports on top bar

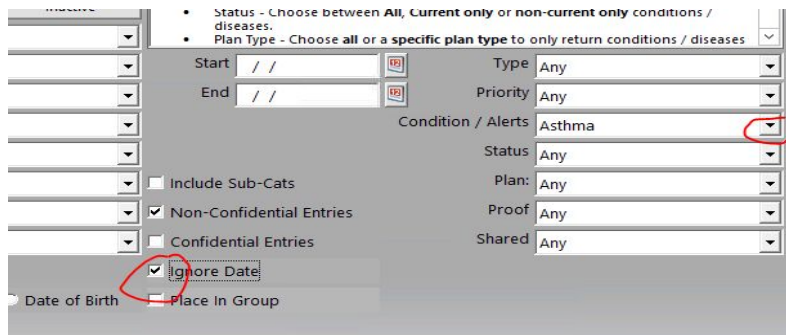
Presentation

Student info

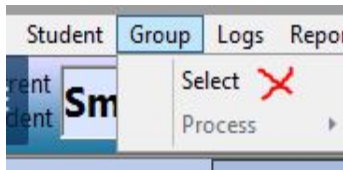
Condition alerts

With selected condition

You will then select condition from drop down on right and **check “ignore date”**. I would then print out this list



2. Then you will take your list of students to create or select your group



3. Go to group then select to develop group list. After hitting search, you will get an alphabetized list of the students in your school. You will need to click on the names of the students with asthma to put them in the right hand column creating the group. Using the training school students, I have two students, Johnny Appleseed and Sassy Pants with asthma. So I clicked on them on the left and that puts them in the group list on the right. When you have all of your students on the right, scroll down and hit okay.

Group Selection

Student Selection:

Teacher School

Grade Classification

Student Last Name

Status

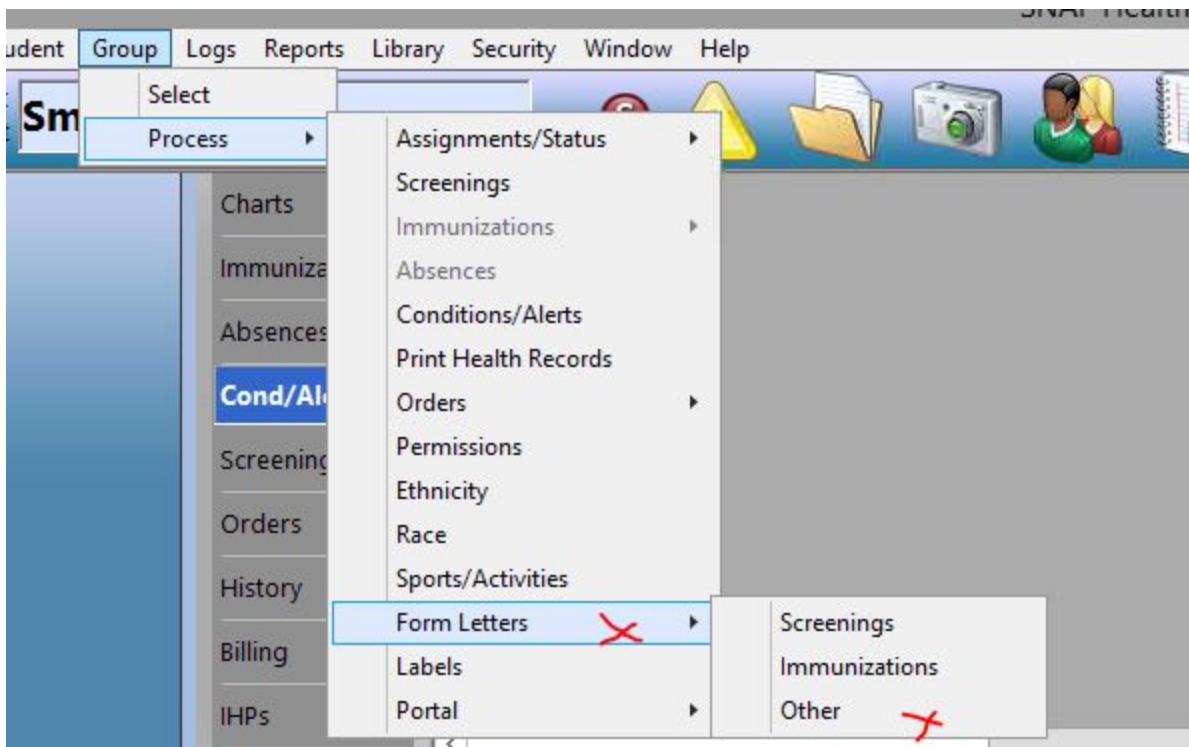
Select From

Name	ID Number	Grade	Teacher	DOB	School
Deere, John	02013	NG	NT	7/22/1997	Training
Hoffman, George		07	Krabappel	5/12/2006	Training
Jones, Susan		03	Frizzle, Mi	2/11/2008	Training
McFly, Marty	000001	NG	NT	9/2/1994	Training
Que, Suzy	010100	05	Bliss, Miss	10/22/200	Training

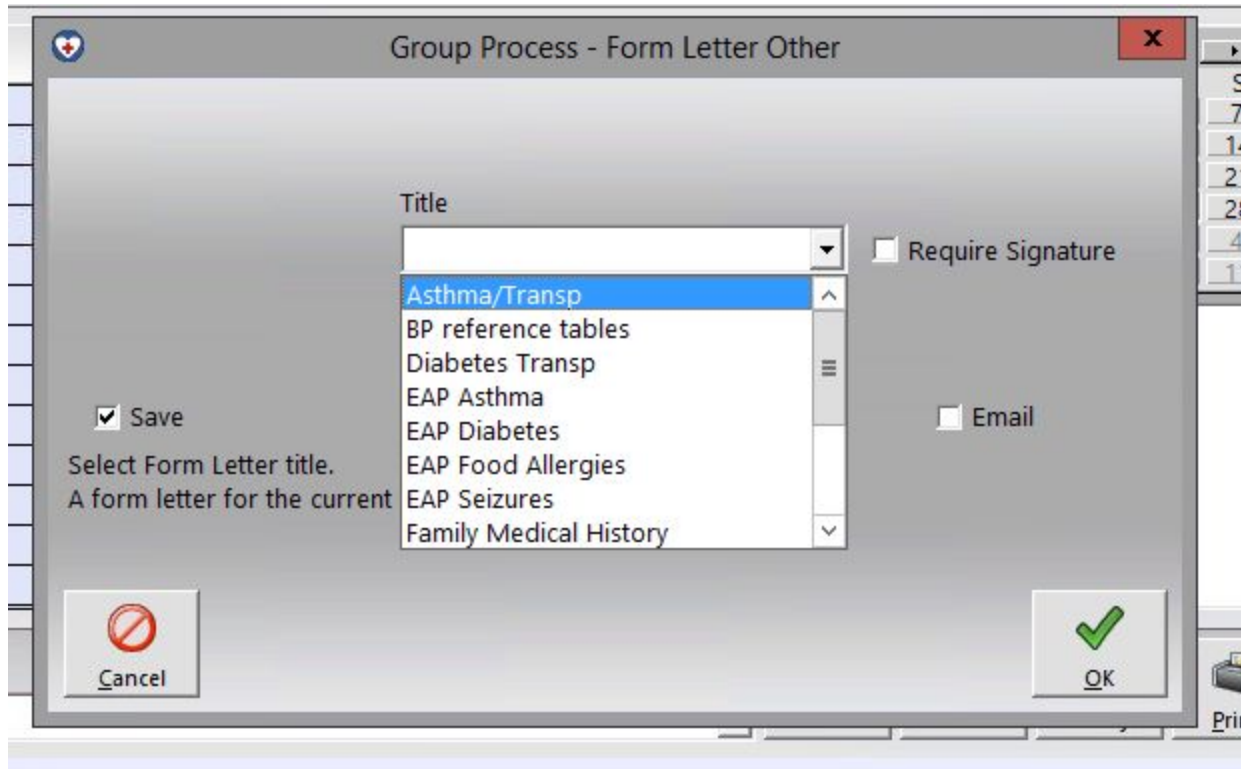
Group Contains 2 Students

Name	ID Number	Grade	Teacher	DOB
Appleseed, Johnny		01	Bliss, Mis	7/12/
Pants, Sassy	20122	06	Frizzle, M	6/21/

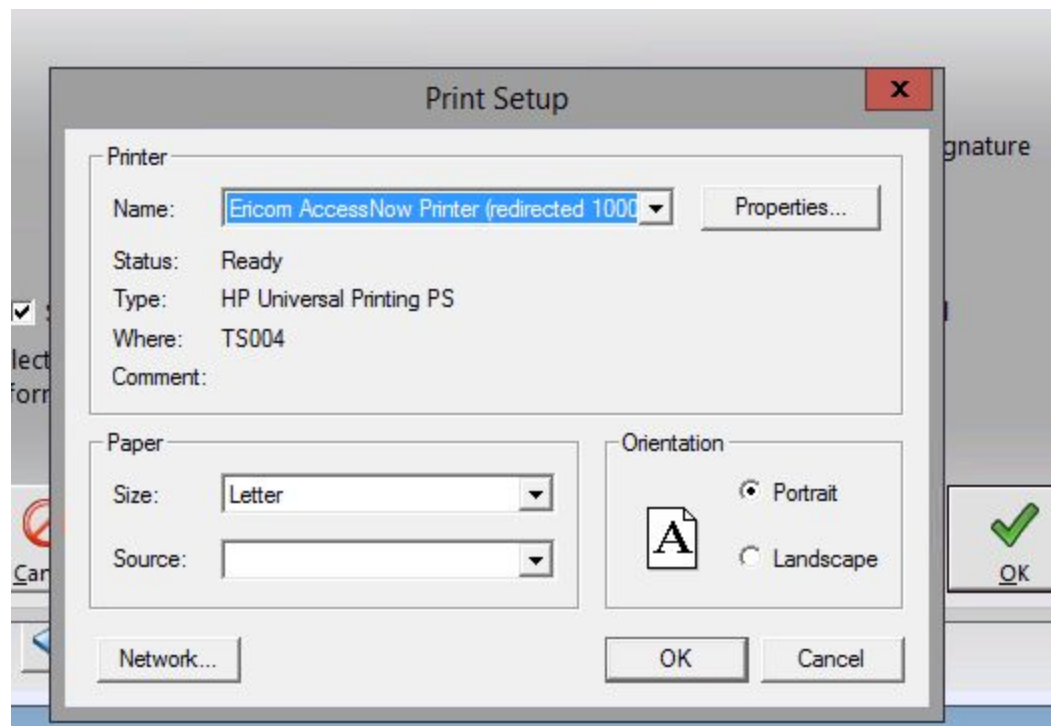
4. You will then need to go back to group and hit select process, form letters, and other



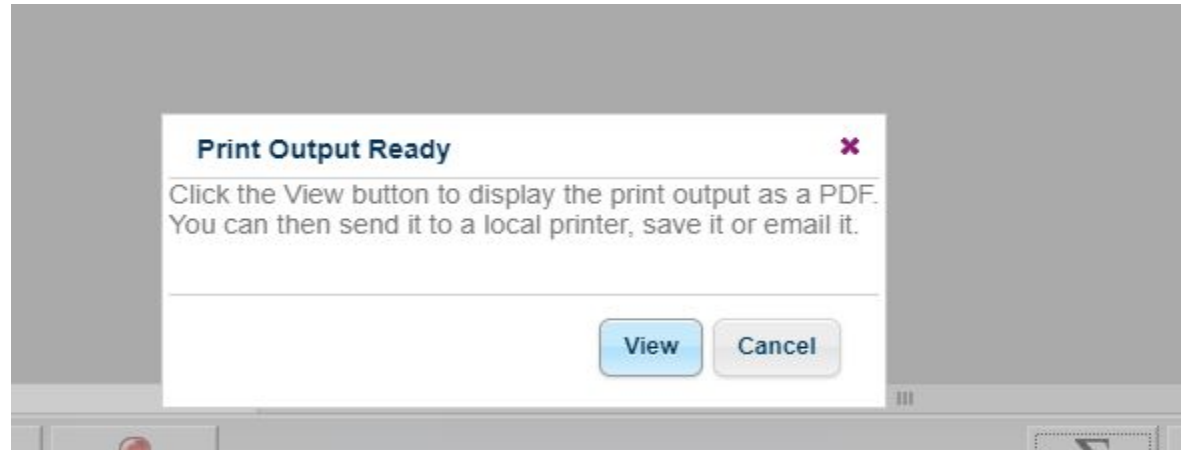
Then you will see the next window, click on which EAP you would like to create for all of your students with asthma. The plans stating EAP are for teachers and the plans with /transportation are for the bus drivers.



5. I am creating a group of the EAPs for my students with asthma for my bus drivers, so I choose asthma/transportation and then hit the ok button
6. You will then see this window, and you will just hit okay



- a.
7. It will take some time, but then you will see this



- a.
8. You will hit view
 9. And then you will see all of your EAPs for all of your students with asthma and you can hit print! While I know this is quite a process, it can save you a lot of time.