PASADENA UNIFIED SCHOOL DISTRICT
2024-2025 DEPARTMENT PLAN

Department Name: Health Programs

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Department Purpose

What does the department do?

The Health Programs Department strengthens the educational process by helping each student reach their full potential in physical, mental and social growth through the provision of health services and programs.

Department Services

What is a general list of services that your department provides?

Implement student specialized health care plans; conduct mandated health screenings; complete health assessments for students receiving special education services and candidates for services; provide daily first aid care and emergency care for ill or injured students; maintain student health records to ensure compliance with state regulations; provide education on nutrition, chronic disease prevention, substance use and prevention, and agricultural ecology.

Total Department Budget

What is your department's total budget?

LCAP: $2,579,709

School-based Medi-Cal Administrative Activities: $1,173,303

LEA Billing Option Program: $973,019

Grants: $725,090

Total: $5,451,121

Prior Year Reflection

This section of the department plan reviews the intent of prior department plans and the successes/challenges encountered while implementing the planned actions. This portion of the plan summarizes key learnings that inform the planning for the current year.

Prior Year Intended Outcomes

What did your department plan set out to achieve during the prior year?

100% of students in reported grades will be compliant with immunizations.

100% of students in required grades will receive mandated health screenings.

100% of students qualifying for an Individual Health Care Plan will receive necessary support promptly and continuously.

Prior Year Achievement

Did the department achieve what it had outlined? How do you know?

Required immunization reports were submitted: GR TK/K: 93% compliant; GR7: 100% compliant

Required health screenings were submitted: 100% of vision and hearing reports for students in GRs 2, 5, 7 (including sclerosis), 10; 100% of oral health for GR K

Student Individual Health Care Plans maintained: 100%

Prior Year Successes, Challenges, and Learnings

What successes, challenges, and learnings should be highlighted from the prior year?

Challenges: lack of staff due to leaves, lack of support with translation of student immunization records, lack of consistent support to exclude students not meeting immunization requirements

Successes: management of health records through use of State Immunization database; increased support of students with health care plans through use of agency staff

Learnings: better utilize public agencies, for example requesting support from public health dept with immunization records needs; increase agency

contracts to better prepare for staff unexpected absences or anticipated leaves

Current Year Priorities

This section of the department plan provides a summary of the identified needs that are prioritized for informing the department plan's actions for the current year.

Data and Information Used for Plan Development

What data did you consider when developing this plan?

Prior year immunization report results: 1 ES not compliant

Number of students receiving Special Education services at each school

Number of students with Individualized Health Care plans at each school, particularly number of students needing diabetic care

Enrollment of grades requiring health screenings at each school: GRs K, 3, 5, 7, 10

Six new school nurses and the need for training and support

Stakeholder Engagement/Input

What stakeholder engagement or information was used to inform this plan?

Monthly scheduled meetings and discussions were held with nurses and health clerks to reflect on progress of prior year and set goals for the current year. Health Clerks shared the need for time prior to the start of the year to contact parents/guardians. Staff shared they needed administrative support when students were lacking immunizations and parents/guardians did not respond to initial communication. Nurses shared they needed additional support for students requiring diabetic care, additional support with vision and hearing screenings, and time for charting including for billing purposes.

Bi-weekly meetings with new nurses are scheduled to review areas of need and provide staff development.

Parents/guardians responses to health services shared during health care plan meetings.

LCAP goals and Strategic Plan Pillars

Key Data Findings/Information for This Plan

Based on data analysis and stakeholder information, what key data findings are considered in the development of this plan?

Health Clerks need opportunities to work on immunization records and communication with families before the start of the school year and during pupil-free days.

School site and Department administrators need to assist with communicating when a parent/guardian is unresponsive to the messages from Health Clerk or Nurse regarding immunizations.

Nurses have multiple diabetic students at multiple schools in their assignment. Look for assignment changes that would allow nurses to have fewer students who require constant monitoring from an RN. Assignment changes might not always be possible due to other factors or data considered.

All new nurses are not yet licensed to provide hearing screenings. It is not sustainable to rely on all licensed school nurses to cover all hearing screenings.

Current Plan Priorities

Based on the key data findings, what needs emerged from your Department's root cause analysis, and which of these needs are given priority for this planning cycle?

Maintain Health Office staffing at school sites. Plan intentional scheduled time for Health Clerks to manage immunization records and communication. Additional medical support staff for credentialed nurses in order to provide adequate care for students with individual health care plans, such as diabetic care. Additional medical support for credentialed nurses to address required health screenings. Increase education of dangers of substance use, chronic disease prevention, and environmental stewardship.

Current Year Planned Actions and Metrics

This section of the department plan provides a summary of the planned actions that address the identified priorities based on data analysis and stakeholder input. Metrics associated with monitoring and/or evaluating the effectiveness of the planned actions are summarized in this section.

What action could you take to address the identified needs of your department?

What would you be able to monitor throughout the year (quarterly or more than twice per year) to know that your actions are creating a change?

Theory Of Action

If we…	Hire one credentialed school nurse for 1-3 schools to provide first aid, specialized medical procedures, medical screenings, emergency medical care, medication administration, substance use assessments and support, health guidance, and Special Education and 504 services
then…	Sick, injured, medically fragile or complex students will be cared for at school or be referred to more intensive services
which will…	Improve student health in order for students to attend and succeed in school.

If we…	Hire one .75FTE Health Clerk for each TK-12 school to provide first aid, medication administration, emergency medical care, health record maintenance, and parent/guardian communication
then…	Sick or injured students will receive care at school and might not need to be sent home
which will…	Improve student health in order for students to attend and succeed in school.

If we…	Schedule hourly time for Health Clerks for review of student immunization records
then…	Health Clerks will be able to communicate with parents and guardians before the start of school and assist them with scheduling appointments if needed
which will…	Improve student health in order for students to attend and succeed in school.

If we…	Designate time on pupil-free days for Health Clerks to review student immunization records and contact parents and guardians
then…	Health Clerks will be able to check the state immunization database to verify Aeries student immunization data
which will…	Improve student health in order for students to attend and succeed in school.

If we…	Contract with agency staff to assist with the provision of specialized health care for students and conduct mandatory health screenings
then…	Agency nurses will be supervised by credentialed school nurses in order to provide adequate medical care for students with individual health care plans and to conduct mandatory health screenings
which will…	Improve student health in order for students to attend and succeed in school.

If we…	Provide educational opportunities that focus on healthy behaviors, nutrition, substance use, environmental awareness and sustainability in flexible learning spaces including outdoors
then…	Students will increase their knowledge about food literacy, nutrition, sustainable agricultural practices, short and long term impacts of health behaviors, and learn environmental stewardship
which will…	Improve student health in order for students to attend and succeed in school.

Priority 1: Improve student health in order for students to attend and succeed in school

[Action 1]

Hire one credentialed school nurse for 1-3 schools to provide first aid, specialized medical procedures, medical screenings, emergency medical care, medication administration, substance use assessments and support, health guidance, and Special Education and 504 services

Metrics

a. Daily Health Office logs
b. Daily medication administration logs
c. Annual review of Individual Health Care Plans
d. Monthly Special Education logs
e. Emergency Services reports
f. Annual review of 504 Plans
g. Annual reports of vision, oral, hearing, scoliosis screenings
h. Monthly attendance reports

[Action 2]

Hire one .75FTE Health Clerk for each TK-12 school to provide first aid, medication administration, emergency medical care, health record maintenance, and parent/guardian communication

Metrics

a. Daily Health Office logs
b. Daily medication administration logs
c. Annual immunization reports
d. Annual health record reviews
e. Emergency Services reports
f. Monthly attendance reports

[Action 3]

Schedule hourly time for Health Clerks for review of student immunization records

Metrics

a. Monthly immunization reports

[Action 4]

Designate time on pupil-free days for Health Clerks to review student immunization records and contact parents and guardians

Metrics

a. Monthly immunization reports
b. Parent/guardian communication regarding immunization needs

[Action 5]

Contract with agency staff to assist with the provision of specialized health care for students and conduct mandatory health screenings

Metrics

a. Daily Health Office logs
b. Daily medication administration logs
c. Annual review of individual Health Care Plans
d. Monthly Special Education logs
e. Emergency Services reports
f. Annual reports of vision, oral, hearing, scoliosis screenings

[Action 6]

Provide educational opportunities that focus on healthy behaviors, nutrition, substance use, environmental awareness and sustainability in flexible learning spaces including outdoors

Metrics

a. Monthly review of the Scope of Work for grant projects
b. Mid and final grant reports
c. Student, staff, and parent/guardian End of Year feedback surveys

Alignment to LCAP:

Goal 3, 4

Alignment to PUSD Strategic Plan: Pillar 3, 4 & 5