

Adolescent Self-Management Student Instructions



First Time User

You were invited to use the online program **Adolescent Self-Management** to identify areas in your daily life that you may consider improving with the goal toward a healthier lifestyle.

You may have been provided with this scratch pad of information to help you get started.

Student # _____

Today's Date _____ Date of Birth _____

Age _____ Grade _____ Height _____ Weight _____

Systolic BP _____ Diastolic BP _____

PLEASE COMPLETE THE SURVEYS CHECKED BELOW:

Healthy Lifestyle Update Action Plan

Risk Assessment Update Measurements

CRAFFT

ADOLESCENT SELF-MANAGEMENT TOOL
West Virginia School Health Technical Assistance Center
Marshall University - Joan C. Edwards School of Medicine
Phone: 304-691-1592 Email: info@wvshiac.org www.wvshiac.org

To get started, make sure that the button next to **Student** in the upper left corner is checked and enter the **Student Number** and other information about you as written on the scratch pad. Then click on the button **Take Survey(s)**.

Student Number _____ Visit Date _____ Date Of Birth _____ Age _____

Sex: Male Female

Grade _____ Height _____ Weight _____ BMI _____ BMI Percentile _____

Systolic BP _____ Diastolic BP _____

What do you want to do today?

TAKE SURVEY(S)

UPDATE/CLOSE ACTION PLAN

UPDATE MEASUREMENTS

EXIT THE PROGRAM

Survey Description

There are 3 surveys within the program

1 – Healthy Lifestyles is a 12-question survey to help you see if changes could be made in areas of healthy eating and physical activity.

2 – CRAFFT is a 6-question survey to help understand your alcohol and other drug use.

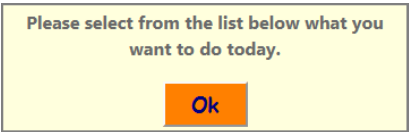
3 – Risk Assessment is a 32 question survey to help identify important health issues including dental, mental and physical health.

Your Right to Privacy

You were assigned an anonymous student number. The answers that you enter on the surveys will be not shared with anyone unless your answers indicate that you may hurt yourself or someone else.

Moving Through the Surveys

You may be asked to take one or more of the surveys. However, only one can be selected at any time. Once you've completed a survey, you will be taken back to the Home page and asked this question:



At this time, you can select another survey.

After reading and thinking about the statement presented, choose the answer **YES** or **NO**. You will automatically move to the next screen until each question or statement is answered. If you would like to change a response, you can go back to that statement by using the arrow pointing to the left. You may also restart the survey at any time by clicking on the **Restart** button. None of the former responses will be saved, so you will need to once again answer each question. If you skipped a question, the program will alert you to the number skipped and you can use the arrows to get back to that question.



If you've answered **YES** to the last question "Do you want to take steps toward a healthier lifestyle," you will be taken to a screen that looks like this:

The screenshot shows a web interface for an adolescent health profile. At the top, there are three dropdown menus: 'Student Number' (AM123), 'Assessment' (1 - Healthy Lifestyles), and 'Date' (09/11/2014). To the right, there are three checkboxes: 'Show Action Plan' (unchecked), 'Show Measurements' (unchecked), and 'Show Survey Results' (checked). The main content area is titled 'ADOLESCENT SELF-MANAGEMENT HEALTH PROFILE' and features a large red 'CONFIDENTIAL' watermark. Below this, it says 'Reviewed by' and 'Review Date:'. A summary of student information is displayed: 'STUDENT NO AM123 DATE 9/11/2014 AGE 14 GRADE 6', 'SEX Male HEIGHT 5'11" WEIGHT 200 BMI 28 BMI PERCENTILE Above 95th', and 'BLOOD PRESSURE 140/88'. At the bottom of the main area, there is a table header with columns for '#', 'QUESTION', 'YES', and 'NO'. Below the table are three orange buttons: 'PRINT', 'BACK', and 'CLOSE'. A scroll bar is visible on the right side of the main content area.

Using the scroll bar on the right side of the screen, you can review your answers to the survey questions. You can use the **BACK** button if you wish to change any of your answers. You can also **PRINT** a copy of the report for yourself and maybe one to share with your school-based health provider or health teacher.

Once you click the **CLOSE** button, you will be taken to a screen to begin building your **ACTION PLAN**. An **ACTION PLAN** is a plan that you design to help you reach your goal toward a healthier lifestyle. Only one **ACTION PLAN** item can be selected during any visit, but once you reach your goal, you can come back and work on another. You may wish to talk with your school-based support team about which item might be best for you to select.

The screenshot shows a dialog box titled 'Select a new Action Plan item:'. It contains a list of eight items, each with a radio button: 'Eat Breakfast', 'Increase Physical Activity', 'Less Caffeine', 'Milk', 'More Dairy', 'More Fruits and Vegetables', 'Reduce Screen Time', and 'Sugary Drinks'. At the bottom of the dialog box, there are two orange buttons: 'SELECT' and 'CANCEL'.

In the example below, the student chose to work on **Increasing Physical Activity**.

Based on your answer, you are ready to make changes toward a Healthier Lifestyle.
Let's create a new Action Plan!

Increase Physical Activity +

It is recommended that an individual exercise enough to sweat and breathe hard for at least 1 hour, 3 or more times a week.

1. I exercise enough to sweat and breathe hard for at least 1 hour about this often:

None
 1 Day a Week
 2 Days a Week
 Other _____

2. What will you do?

Walking
 Running
 Sports
 Video Game Sports
 Exercise Machines
 Other _____

3. For how long?

30 Minutes
 1 Hour
 1 Hour or More
 Other _____

4. How many days a week?

1
 2
 3
 4
 5
 6
 7

5. Who can support you?

SBHC Staff
 Parent
 Teacher
 Counselor
 Friend
 Other _____

6. How confident are you?

1 - Not Sure
 2
 3
 4
 5 - Very Sure

SAVE and EXIT

After making choices on your **Action Plan**, click the **Save and Exit**. You will be taken to the Report screen to review and print your **Action Plan**.

Student Number: AM123
 Assessment: 1 - Healthy Lifestyles
 Date: 09/11/2014

Show Action Plan
 Show Measurements
 Show Survey Results

My Action Plan Toward a Healthier Lifestyle
CONFIDENTIAL

STUDENT NO AM123 INITIAL PLAN DATE 09/11/2014 AGE 14 GRADE 6
 SEX Male HEIGHT 5'11" WEIGHT 200 BMI 28 BMI PERCENTILE Above 95th
 BLOOD PRESSURE 140/88

DEMOGRAPHIC UPDATES						
DATE	HEIGHT	WEIGHT	BMI	BMI PERCENTILE	SYS BP	DIA BP
9/11/2014	5'11"	200	28	Above 95th	140	88

ISSUE: Increase Physical Activity

#	QUESTION	RESPONSE
1	I exercise enough to sweat and breathe hard for at least 1	

PRINT **CLOSE**

Also included in this report is a weekly planner to help you keep track of what you did each day in taking steps toward a healthier lifestyle. You may wish to discuss your progress during each visit with your school-based support team.

Student Number: AM123
 Assessment: 1 - Healthy Lifestyles
 Date: 09/11/2014

Show Action Plan
 Show Measurements
 Show Survey Results

5 Who can support you? Parent
 6 How confident are you? 3

This is what I did this week:

	Check Off	Comments
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

PRINT **CLOSE**

When you've finished reviewing and printing the **ACTION PLAN**, click on the **CLOSE** button. You will be taken back to the home page. Remember to click the **EXIT THE PROGRAM** button to clear your information so that the next student can begin to record their steps toward a healthier lifestyle.

Student Number: AM123
 Visit Date: 9/11/2014
 Date Of Birth: 09/11/2000
 Age: 14

Sex: Female
 Grade: 6
 Height: 5' 11"
 Weight: 200
 BMI: 28
 BMI Percentile: Above 95th

Systolic BP: 140
 Diastolic BP: 88

What do you want to do today?

TAKE SURVEY(S)
UPDATE/CLOSE ACTION PLAN
UPDATE MEASUREMENTS
EXIT THE PROGRAM

Update/Close Action Plan

When you return to update your progress, log-in using the same **Student Number** used on your first visit. The number should be recorded on the scratch pad given to you for today's visit.

The screenshot shows a web-based form for updating student information. At the top, there are fields for Student Number (AM123), Visit Date, Date of Birth, and Age. Below these are fields for Sex (Male/Female), Grade, Height, Weight, BMI, and BMI Percentile. There are also fields for Systolic and Diastolic Blood Pressure (BP). A search icon is located next to the Student Number field. Below the form is a section titled "What do you want to do today?" with four orange buttons: TAKE SURVEY(S), UPDATE/CLOSE ACTION PLAN, UPDATE MEASUREMENTS, and EXIT THE PROGRAM.

After entering your **Student Number**, click on the Search symbol to bring up your information. Compare the information provided to you on the scratch pad and make changes in the boxes as necessary. Once you have made your changes, click on the **Update/Close Action Plan** button. The **Action Plan Item** that you selected will be listed.

The screenshot shows a confirmation screen with the following text: "Congratulations for moving forward on taking steps to a healthier lifestyle! You will have the option to update your Action Plan by indicating the progress made to date. You will also have the option of closing this Action Plan and selecting another goal as identified when you first took the survey." Below this text, it displays: "Survey: Healthy Lifestyles" and "Action Plan Item: Increase Physical Activity". There are two orange buttons: "UPDATE PLAN" and "CLOSE PLAN". A "CANCEL" button is located in the bottom right corner.

You will select **Update Plan** if you are still taking steps to reach your goal. A new **Action Plan** report will appear indicating the progress made. You can print a copy for yourself and one for the medical record.

You will select **Close Your Plan** if you have reached your goal or just want a change. You will be taken to the original **Action Plan** and given the opportunity to make updates to any of your previous responses. You will also be asked to indicate *why* you want to close the current Action Plan.

My reason for closing this Action Plan

- Reached my goal
- Just want a change
- Wasn't successful

I am ready to close this Action Plan.

SAVE and EXIT

Make either change on the **Action Plan**, remembering to **Save and Exit**. You will be taken back to the original **Action Plan Item** list so that you can select another goal.

Update Measurements

The program is designed to allow you to update your height, weight and blood pressure as often as you wish without retaking a survey or updating your Action Plan. Choose the **Update Measurements** button from the Main screen. Make changes to your height, weight or blood pressure as provided to you on the scratch pad and then click the **Save Measurements** button. Click the **Back** button to return to the Home Screen and **Exit the Program**. Both the old and the new measurements will now be recorded on any **Health Profile** reports or **Action Plans** that you print allowing you to track your progress.

Student Number: AM123
Visit Date: 9/11/2014
Date Of Birth: 09/11/2000
Age: 14

Sex: Male (selected)
Grade: 6
Height: 5' 11"
Weight: 200
BMI: 28
BMI Percentile: Above 95th

Systolic BP: 140
Diastolic BP: 88

SAVE MEASUREMENTS

BACK

We hope you find this program useful in taking steps toward a healthier lifestyle. We welcome suggestions for making this program more useful to you. Please don't hesitate to contact us with your ideas.

Marshall University Technical Assistance

Stephanie Montgomery – help with data entry and program issues

(304) 634-1008

smontgom@marshall.edu

Mary Grandon, PA-C – help with program questions and documentation

(304) 206-7362

grandon@marshall.edu



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