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General Information & Requirements

Introduction

To improve the health of Arkansas children and combat the growing epidemic of child and adolescent obesity, in 2003 the Arkansas General Assembly and Gov. Mike Huckabee passed Act 1220. This multi-pronged initiative was the first of its kind in the nation. One component of Act 1220 mandates measuring the body mass index (BMI) of each public school student annually. Act 201 of 2007 modified the requirements so that only students in grades K, 2, 4, 6, 8, and 10 are required to be assessed every school year. Schools have the option, however, of measuring all students. Height, weight, age, and gender are used to calculate BMI percentile for age. A BMI is a screening test only; it indicates if a person is underweight, a healthy weight, overweight, or obese.

Act 1220 and Act 201 also require that BMI results be reported each year to parents or guardians, along with an explanation of what the BMI means and of the health risks associated with obesity and the effects of nutrition and physical activity.

To help the state and schools provide parents with important knowledge regarding the health of their children, the Arkansas Center for Health Improvement (ACHI) became the administrator responsible for developing and implementing standardized statewide BMI assessments and reporting in academic year 2003-2004. ACHI has continued assisting schools for the past 15 years starting with the 2003-2004 academic year. ACHI is committed to improving the assessment process, making it easier for schools to participate in this important statewide initiative to improve the health of our children.

Improvements in the BMI assessment data collection process

In the first year (2003-2004), ACHI collected BMI data on school children using paper forms, performed data entry, and generated confidential Child Health Reports that were mailed directly to parents. Paper forms took substantial time to process and resulted in duplication of data entry, first by school nurses and then by ACHI’s data entry personnel.

In the second year (2004-2005), ACHI, with the help of consultants, developed a web-based system that allows nurses or other trained school personnel to enter data and generate reports immediately. ACHI tested electronic data entry with a few pilot schools. The nurses reported the process was much easier compared with the previous year and wanted to continue using the new program. Child Health Reports for all students were made accessible to the school nurses through a secured website. The electronic data entry program helped ACHI and schools to send reports to the parents quickly and efficiently.

In the third year (2005–2006), ACHI increased the number of pilot schools to cover 25 percent of total students across the state. The ease of the electronic data entry program and the interest expressed by school personnel allowed ACHI to roll out the program statewide since 2006-2007. The system has been modified to make it more user-friendly and scalable to enable the generation of comprehensive student health records in the future.
Learning objectives

The purpose of this manual is to instruct school personnel in the use of the BMI data entry system and how to generate *Child Health Reports* that give parents information on individual student’s BMI classification and suggestions related to eating and physical activity, and instructions for generating school and school district BMI reports.

At the completion of this training the participant will be able to:

1. Determine they have the appropriate equipment to enter data into the electronic system
2. Log into the data entry system
3. Select the applicable school and record its measurement station information
4. Locate a student’s name and enter or change data items
5. Resolve height accuracy error messages
6. Print the forms necessary for data collection and post-collection data entry
7. Generate *Child Health Reports* for distribution to parents/guardians
8. Prepare school and school district BMI reports
Levels of system access

The web application has two levels of access

1. **Administrative**: ACHI administers the system and can create logins and maintain data.
2. **School Nurse/Other**: School nurses, Physical Education teachers or other designated school personnel may access and edit data for all students in the schools for which he/she has data entry and report generation responsibilities.

System requirements and competencies

It is recommended that the computer being used for accessing the web-based BMI system have the following components installed.

- Windows operating system
- Web browser such as Internet Explorer or Chrome
- Adobe Acrobat Reader (a free download is available at [https://get.adobe.com/reader/](https://get.adobe.com/reader/))

**Note: Please set your computer resolution to 1024x768 or higher if you need to use scroll bars frequently.**

► If you cannot see the entire data entry screen without having to use the scroll bar on the bottom of the screen, follow these instructions *(not valid for Windows 7 and 8; please talk with IT person if running those programs).*

- Minimize the ACHI screen
- Right click on desktop and click “Properties”
- Select “Settings”

► On the screen resolution tab in the lower-left corner the word “Less” is on the left and the word "More" is on the right. In between those words is a tab that you can click and drag either to the right or to the left.

► Click on it and drag it in to see the numbers on the bottom of the screen change. The correct setting is “1024 x 768 pixels.” Once the screen resolution is set to “1024 x 768 pixels” release the tab and click the “Apply” button. Then click “OK.” Now go back to the ACHI screen to view the whole screen. Some computers may have to be restarted before the change will take place.
This training manual provides detailed instructions for steps in the BMI data entry and report generation process with sample screen shots to guide you through the process. If your screen is not similar to that specified in the training manual, refer to Help for users of the ACHI BMI Screening Program below.

**Methods for recording BMI student data**

Students’ BMI data can be recorded in two ways as described in detail under BMI Data Entry Options:

a. Enter the students’ heights and weights directly into the web system at the time students are being measured (see Option A. Enter data directly into the web system, p. 5).

b. Enter data onto paper forms and then later enter data using the web application (see Option B. Collect data on paper forms then enter into the web system, p. 21).

**Help for users of the ACHI BMI Screening Program**

If you are already in the Data Entry System, you can click on Help.

► Please use this manual for assistance.

► If you need additional assistance please email: BMI@achi.net
BMI Data Entry Options

Option A. Enter data directly into the web system

**Step 1: Access the system**

*Login for existing users*

► Launch Internet Explorer, Chrome, or any web browser on your computer.

► Go to the ACHI website (http://www.achi.net). Click on the link in the upper right-hand corner that reads, “Resources for School Personnel.”

► You will be directed to the Body Mass Index Programs page. Click on the link that reads, “For 2018-2019 data click here.”

*OR*

You can go directly to https://www.arschoolhealthrecords.net/achi/authenticate/EntryPoint.action

A “Security Alert” pop-up may appear, asking if you want to proceed. Click “Yes.” The alert is to help protect the information transmitted over the world wide web.

► For the purposes of training, please use the training login information provided by your Community Health Nurse Specialist. https://www.arschoolhealthrecords.net/achi/authenticate/EntryPoint.action

You will be using the same site but the training will be restricted to the training district.

► Note: If you have already registered last year, you can use your Username and Password to enter and click Log On.

► When your login is verified by the system, a Welcome Screen will appear.
Nurse registration for new user

► If you do not have an account, you need to register to start the process.
► Follow the instructions in the preceding section to get to the login screen.
► Click on “User Registration.”

► Choose your school district.
► Enter your details.
► Enter your work email address. Your email address will be your username to log into the application. Note: Your email is case sensitive.
► Create your password. It should be alpha-numeric (a combination of letters and numbers) and at least six characters long. Note: The password is case-sensitive.
► Click Submit.

► You will be asked to verify the information. If the information looks correct, click Submit. If it is incorrect click Edit Data to go back and correct.
► Click on Submit. A message will appear indicating you have completed the registration process. Please allow two business days for your account to be activated, after ACHI has validated your identity.
**Change user details and password**

► Once your account is verified you can login to the system. If you would like to change any of your information, login to the system and select a school in your district.

► On the left task bar, under USERS, click **View/Edit**.

► Click on **Edit Data**.

► You can change your information or password and can click on **Save**.
**Forgot my password**

► If you have forgotten your password, click on “Forgot Password?”

► Enter your username, which is your email address used at registration.

► Click on **Continue**.

► The system will ask for information based on the questions created while registering. Please enter the answer.  
  *Note: Answers are case-sensitive.*

► If the information matches, you will get the message: “Password successfully reset.”

► The new password will be sent to your email address. Please check your email and use that password to login. Once you are logged in, you can change your information under USERS.
Step 2: Select a school

► Choose the school that you want to work on from the drop-down menu (press ▼) (for training purposes, select Looney Tunes Elementary).
► Click Select.
► A task screen will then appear on the screen, allowing you to access various tasks.

Step 3: Enter station information

► First, ensure that the weighing scale is tested for accuracy. You can download a copy of the scale accuracy form and the station form from the ACHI website.
  - Scale Accuracy Form: http://www.achi.net/BMIContent/Documents/130801_Scale_Accuracy_Form.pdf
  - Station Form: http://www.achi.net/BMIContent/Documents/130801_Station_Form.pdf

► Station information includes details about the scale and stadiometer to be used and units of measurement (metric versus English). Station Information must be entered for each measuring station used before any student data is entered. You must fill out a separate station form for each station used.
► Two options are available from the left task bar:
  1. Create New allows you to enter information for a new station
  2. View/Edit allows you to view existing station information and/or edit information.
► Each year, the first time you use the system, you must create a new station. Click Create New.
Enter the **station name** at the top of the form, and then provide details on the scale and stadiometer brands and units of measurements.

Click **Save** to update/save the information.

You can enter information for additional stations in the same way.
► You can view or change station information by clicking View/Edit under STATIONS. Select the station by clicking Select Station or double-clicking on station name.

► If you want to update information, click Edit Data and click Save at the bottom to save the changes.

Only Administrators can delete a station. Please email BMI@achi.net for assistance.
**Step 4: View student information**

ACHI receives student data from the Arkansas Department of Education’s Arkansas Public School Computer Network (APSCN) for each school year and loads the data into the web-based application. The data include students’ demographic information.

The school nurse or other designated personnel should be able to see students’ data when she/he selects a school.

**View all students**

- A specific school must be selected (see Step 2, p. 9).
- Click **View/Edit** in the **task bar** at the left of the screen under **STUDENTS** to see students listed alphabetically by grade, last name followed by first name, and date of birth.
- Select a student and click on **Select Student** or double-click to see his/her details.

Student’s name will not be highlighted if no BMI information has been entered. Click on **View/Edit** to refresh the student list and to see students highlighted.

- Student’s name will be highlighted in green if measurements are entered and student is given a BMI classification.
- Student’s name will be highlighted in yellow if marked as “unable to assess.”
- Student’s name will be highlighted in red, if demographic information seems incorrect. Generally the date of birth and grade may not correspond. Please check the data and correct it.
- Student’s name will be highlighted in orange if the height and weight do not correspond. Please check the measurements to see if they have been entered correctly.
**Search for a specific student**

- To search for a student by name, type the first name or last name in the respective box and click **Search For Record**. The example shows a search for students named “tweety.”

- A list of student names that contain Tweety will be shown.

**Find students in a specific grade**

- To view students in a particular grade, select the grade from the **Grade** drop-down list (press ▼) and click **Search For Record**.

- To view details for a specific student, select the student and click **Select Student**. That student’s demographic information, BMI information, and classification will be displayed.
**Step 5: Enter student data into the web system**

**Enter or change student data**

► Under STUDENTS click [View/Edit] from left task bar.

► Select a student and click **Select Student** to open the student’s record.

► Click **Edit Student Information** to enter or modify his/her data.

► You can enter measurements or edit personal information.

► Click the **BMI** tab on the menu if you need to enter students’ measurements. Next time you select a student, the application automatically opens student’s data under BMI menu so that it will be easier to edit.
**Stations where height is measured in inches**

- **Enter Station Name and Assessment Date**

  - To enter a student’s height when measured on a stadiometer that reads in inches:
    - Enter whole number of inches in the box labeled **Height 1** or **Height 2**, and
    - Enter the fraction of an inch in the box adjacent that is labeled **Fraction**.
  - For example, if the stadiometer measures by 1/8\(^{th}\) inch increments, and a student’s first height measurement is 47 3/8 inches, enter 47 under **Height 1** and enter 3 in the adjacent box.

  **Note:** The system will know the units of measurement for the station based on the **Station Information** (see Step 3, p. 9) entered into the system. Thus, completing the station data is crucial for accurate BMI calculations!

- Enter the student’s weight in the box next to the **Weight** box.

- Repeat the same process for **2nd Height**.

- Click on **Save** at the bottom of the screen.

- If the system assesses the information you entered as being appropriate, you will get a message similar to the one shown.

- If you need to enter measurements on another student, double click on the student’s name from the student list. Student record opens up automatically under BMI tab for entering measurements.

- Make sure you click on **Save** at the bottom of the screen. Measurements will be lost if not saved.
► Height 1 and Height 2 should not differ by more than 1 inch and each height measurement should be between 20 and 90 inches. If heights differ by more than an inch, you will get an error message similar to the one shown.

► In the example shown, the first two height measurements differ by more than 1 inch. You can change the data here and click Save.

**Stations where height is measured in centimeters**

► Enter Station name and Assessment Date.

► Enter the student’s weight in pounds next to the Weight box.

► To enter a student’s height when measured on a stadiometer that reads in centimeters:
  
  ▪ Enter the height to the nearest 10th of a centimeter (as a decimal) in the boxes labeled Height 1 and Height 2.

► For example, if the stadiometer measures height in centimeters, and a student’s first height measurement is 130.6 cm, enter 130.6 under Height 1.
**Students who cannot be assessed**

- Enter Station name and Assessment Date.
- If a student cannot be assessed, choose one of the options from the **Unable to Assess** drop-down menu.
- Click **Save**.
- Note: If you need to enter measurements for this student later, choose **---Select Reason---** from the drop-down for “Unable to Assess” to remove the initial selection and then enter the data.

**Change a student’s personal data**

- In the left task bar, under STUDENTS click **View/Edit**. From the list displayed select the student and click **Select Student** or double click the student.
- Click **Edit Student Information**.
- After the student’s personal information is retrieved, make changes, then click **Save**. (OR)

- If a student is already selected and you are in the **BMI** tab, select the **Demographic** tab to view student’s personal data. If any changes are made, click **Save**.
Students who do not appear on the school list

► If a student does not appear with a school listing, it may be because the student was erroneously assigned to a different school or the student moved to a different school after the Department of Education provided the initial data at the beginning of the school year.

► In the left task bar, click Search/Reassign/New. Type in the student’s last name OR Social Security Number or Date of Birth (DOB) or Guardian’s last name or district name. You can also use a combination of these fields to narrow the search results. Click Search For Record.

► If the search does not return any records, modify search with name, date of birth or guardian name or district name (if you know that a student got transferred from a particular district) and repeat.

► Information returned may include either a single student or a list of students matching the search criteria.

► From the information returned, select a student and click Select Student. Check whether the student’s demographic information (name, date of birth, grade, guardian’s name, address) matches the information you have.

► If the information does not match data for the student you are assessing, create a record for a new student (see Add a new student to the school list, p. 19).

Note: Check all the student identifiers (Student Name, Date of Birth, Grade, Guardians’ Name and Address) to make sure you have found the correct student.
Reassign a student to your school

► If the student matches one of the records in the list and you would like to move the student to your school, click **Reassign Student to My School**.

► The student will be reassigned and you will get a message noting, “Student Moved to Current School.”

► After a student has been reassigned to the correct school, follow the previous instructions to enter his/her BMI data.

Add a new student to the school list

► If you cannot find a student using the **Search/Reassign/New** or do not think the student you are assessing matches a student in the database (for example, his/her name or date of birth or other information does not match), then click **Create New Record**.

► Enter the student data and click **Save**. A confirmation message will display: “student successfully created.”

► Height and weight measurements can be entered by clicking **View/Edit** and using the procedures described under *Enter or change student data* (p. 14) under Step 5.

► If there is a problem with age and grade or if the heights and weights are out of the ranges allowed by the system, an error message will be displayed.
► If age and grades or measurements are out of range, correct the data entry.
► In the example shown, a student born in 2013 (~5 years old) cannot be in the 4th grade, so the date of birth or grade must be corrected. Data will not be saved until errors are corrected.

**Step 6: Exit the system**
► Click Log Out to log out of the system
Option B. Collect data on paper forms then enter into the web system

For schools that do not have computers with internet access at the place where students are being measured, data collection must be done by hand using data collection forms. Data collected can be entered later into the web-based ACHI BMI Screening Program to store data and generate reports.

**Step 1: Access the system**

► Follow the steps outlined on p. 5.

**Step 2: Select a school**

► Follow the steps outlined on p. 9.

**Step 3: Enter station information**

Before collecting data, log on to the web-based program and enter station information as described on p. 9. Alternatively, you can print a blank copy of the station form at [http://www.achi.net/BMIContent/Documents/Station%20Form.pdf](http://www.achi.net/BMIContent/Documents/Station%20Form.pdf) and complete the information for the station before measuring students, then enter data as described into the web system later.

**Step 4: Print blank student information forms**

A blank data entry form is available at: [http://www.achi.net/BMIContent/Documents/BMI%20Data%20Entry%20Form.pdf](http://www.achi.net/BMIContent/Documents/BMI%20Data%20Entry%20Form.pdf)

► Complete the data fields listed on the form for each student.

**Step 5: Enter student data into the web system**

► After data has been collected on these forms, enter data into the web application as instructed under *Step 5: Enter student data into the web system* (p. 14).

**Step 6: Exit the system**

► To exit the system, refer to *Step 6: Exit the system* (p. 20).
Report Generation

Child Health Reports

Note: Child Health Reports are generated for parents. These reports should never be given to a child.

Generate a single Child Health Report

Select a student

► First, a specific school must be selected (see Step 2, p. 9).
► Under STUDENTS click View/Edit in the left task bar to see students listed alphabetically by last name followed by first name.

► Select a student.
► Click Select Student.
► Click on BMI tab and then click Create BMI Report.
► Click Save to save the document and print (OR) Click on Open and print the report.
Generate Child Health Reports for all students in a school

Select a school

► Select a school
► Click Child Health Reports in the left task bar.
► Choose a particular grade or all.
► Complete the distribution survey and click Submit.
► Click on View/Print. Click on Save and save the file to print all the reports.

School Reports

► Select a school in the Tasks menu and click Submit.
► Click School Report in the left task bar.
► School reports can be generated after data collection is completed.
District Reports

- Click **District Report** in the left task bar.
- District reports will be available after data collection is completed.