

# **BMI Screening Program**



## **Data Entry Training Manual 2018-2019**

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# General Information & Requirements

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## 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

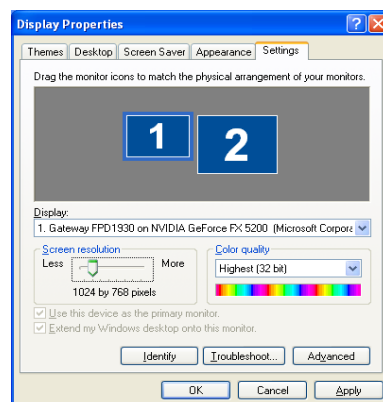
It is recommended that the computer being used for accessing the web-based BMI system have the following components installed.

- 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/>)

**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](mailto: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.”

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.”

ACHI School Health Record

User Credentials

\* User Name:

\* Password:

\* Required Field

User Registration [Forgot Password?](#)

- ▶ Choose your school district.
- ▶ Enter your details.
- ▶ Enter your work email address. Your email address will be your user name 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**.

User

User Information

Please register by completing all fields below.  
PLEASE REGISTER ONLY ONCE  
If you have already registered, or provided your information at a training session, you do not need to register again. \*

\* Select District: DEWITT SCHOOL DISTRICT - 0101000

\* First Name: Sue \* Last Name: Smith

\* Title: Nurse \* Gender: Female

\* Phone # 501-555-9999: 501-555-5555 Extension: 2424

Fax # 501-555-9999: 501-555-5000

\* Email Address (Work): ssmith@test.k12.ar.us (Your e-mail address will become your User Name)

\* Create Password: \*\*\*\*\* \* Confirm Password: \*\*\*\*\*

Passwords must be at least six characters long and contain both letters and numbers.

Security Questions

\* Question 1: What is your favorite hobby?

\* Answer: Knitting

\* Confirm Answer 1: Knitting

\* Question 2: In what CITY were you born?

\* Answer: Camden

\* Confirm Answer 2: Camden

\* Required Field

- ▶ 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.

User Information

Please verify that all registration information below is entered correctly. If you need to make changes, use the Edit Data button.

Once you are satisfied, click the Submit button to complete the registration process.

County: ARKANSAS

District: DEWITT SCHOOL DISTRICT - 0101000

Thank You!

You have completed the User Registration process.

Allow 2 business days for your account to be activated.

If your account is not active at that time, please do not register again.

For assistance, please e-mail ACHI



## 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**.

**ACHI School Health Record**  
ARKANSAS CENTER FOR HEALTH IMPROVEMENT

**User Credentials**

\* User Name:   
 \* Password:   
 \* Required Field   
[User Registration](#) [Forgot Password?](#)

**User Information**

County: ARKANSAS  
 District: DEWITT SCHOOL DISTRICT - 0101000

First Name: NURSEONE Last Name: NURSE  
 Title: Nurse Gender: Female  
 Phone #: 5015555354 Extension:  
 Fax #: 5014544657 Email Address (Work): nurseone@k12.ar.us

Password: goty24

**Security Questions**  
 Question 1: In what CITY was your high school?  
 Answer: Benton  
 Question 2: What is your favorite hobby?  
 Answer: Reading

**Left Task Bar:**  
 HOME  
 HELP  
 TASKS  
 STATIONS  
 Create New  
 View/Edit  
 STUDENTS  
 View/Edit  
 Search/Reassign/New  
 REPORTS  
 Child Health Reports  
 School Reports  
 District Reports  
 USERS  
 View/Edit

- You can change your information or password and can click on **Save**.

**User Information**

You may edit user information below.  
 Remember to press the SAVE button when you're finished.  
 Press Cancel to return to User Data.

County: ARKANSAS  
 District: DEWITT SCHOOL DISTRICT - 0101000

\* First Name: NURSEONE \* Last Name: NURSE  
 Title: Nurse Gender: Female  
 \* Phone #: 5015555354 Extension:  
 Fax #: 5014544657 Email Address (Work): nurseone@k12.ar.us

\* Create Password: \*\*\*\*\* \* Confirm Password: \*\*\*\*\*

**Security Questions**  
 \* Question 1: In what CITY was your high school?  
 \* Answer 1: Benton  
 \* Confirm Answer 1: Benton  
 \* Question 2: What is your favorite hobby?  
 \* Answer 2: Reading  
 \* Confirm Answer 2: Reading

\* Required Field

## 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.

**Access Data**

**Select School**

Choose School: -- Select School --

Questions?

If you have any questions about accessing or using the School Health Record, please contact Joy Rockenbach.

**Looney Tunes Elementary School** (selected)

**Task Menu:**

- HOME
- HELP
- TASKS
- STATIONS
  - Create New
  - View/Edit
- STUDENTS
  - View/Edit
  - Search/Reassign/New
- REPORTS
  - Child Health Reports
  - School Reports
  - District Reports
- USERS
  - View/Edit

**Right Panel:**

School: LOONEY TUNES ELEMENTARY SCHOOL LEA: 9999998

District: TRAINING SCHOOL DISTRICT LEA: 9999999

Choose one of the options below by clicking on the link.

**STATIONS**

- Create New Station
- View/Edit Station Information

**STUDENTS**

- View/Edit Student Data
- Search/Reassign/New Student

**REPORTS**

- Child Health Reports
- School Reports
- District Reports

**USERS**

- View/Edit User Information

## 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/BMICContent/Documents/130801\\_Scale\\_Accuracy\\_Form.pdf](http://www.achi.net/BMICContent/Documents/130801_Scale_Accuracy_Form.pdf)
  - Station Form:  
[http://www.achi.net/BMICContent/Documents/130801\\_Station\\_Form.pdf](http://www.achi.net/BMICContent/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.

**HOME**  
HELP  
TASKS

**STATIONS**  
Create New  
View/Edit

**STUDENTS**  
View/Edit  
Search/Reassign/New

**REPORTS**  
Child Health Reports  
School Reports  
District Reports

**USERS**  
View/Edit

---

**Station Information**  
You may add station information for this station below.  
Remember to press the **SAVE** button when you're finished.  
Press **Cancel** to return to Tasks.

\* **Station Name:** 1

---

**SCALE INFORMATION**

\* **Brand:** ☒ Tanita ☐ Other **List Mfg:**

\* **Type of Scale:** Digital **\* Unit of Measure:** Pounds

\* **Age:** 5 Years **\* Maximum Weight:** 440

---

**STADIOMETER INFORMATION**

\* **Brand:** ☒ ACHI ☐ Accustat ☐ Other **List Mfg:**

\* **Unit of Measure:** Inches **\* Fraction:** 1/8

\* **Age:** 5 Years

---

**REVISIONS TO EQUIPMENT OR PROCESS**

**Location Change?** ☐ Yes ☒ No **Other Change?:**

**Equipment Change?** ☐ Yes ☒ No

**Protocol Change?** ☐ Yes ☒ No

**Staff Change?** ☒ Yes ☐ No **Change Comments:**

**New Staff Trained?** ☒ Yes ☐ No

---

**SCALE ACCURACY**

\* **Scale Tested?** ☒ Yes ☐ No **Testing Comments:**

---

\* **Required Field** **Save** **Cancel**

- 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](mailto:BMI@achi.net) for assistance.

Hello Nurse Trainer

School: LOONEY TUNES ELEMENTARY SCHOOL LEA: 9999998  
 District: TRAINING SCHOOL DISTRICT LEA: 9999999

HOME  
 HELP  
 TASKS  
  
**STATIONS**  
 Create New  
[View/Edit](#)  
  
**STUDENTS**  
[View/Edit](#)  
[Search/Reassign/New](#)  
  
**REPORTS**  
[Child Health Reports](#)  
[School Reports](#)  
[District Reports](#)  
  
**USERS**  
[View/Edit](#)

**Station Information**

Please select station

--- Select Station ---

--- Select Station ---  
 A  
 C10  
 C16  
 METRIC  
 MIX1  
 MIX2  
1

**Station Information**

Please select station

1

Edit Data

Cancel

Delete Station

**Station Name:** 1

**SCALE INFORMATION**

**Brand:** ☒ Tanita ☐ Other

**List Mfg:**

**Type of Scale:** Digital

**Unit of Measure:** Pounds

**Station Information**

Please select station

DSAFDSAF

Edit Data

Cancel

Delete Station

## 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.

**ACHI Student Search**

Hello Nurse Trainer | School: LOONEY TUNES ELEMENTARY SCHOOL LEA: 9999998 | District: TRAINING SCHOOL DISTRICT LEA: 9999999

**STUDENTS**  
View/Edit

**Select Student**

01 - Gonzales, Speedy - 09/12/20
01 - Pew, Pepe - 07/21/2002
01 - Sam, Yosemite - 02/23/2001
02 - Claus, Santa - 01/01/2002
02 - Elephant, Babar - 01/01/2002
02 - Leghorn, Foghorn - 02/28/2000
02 - Pig, Petunia - 05/01/1999
02 - Runner, Road - 03/01/2000
02 - Terrific, Tommy - 12/12/2001
02 - Thomas, Andy - 05/01/2002
02 - Turtle, Cecil - 02/24/1999
02 - White, Daisy - 07/10/2002
03 - Cat, Sylvester - 09/23/1999
03 - Pig, Porky - 11/05/2000
03 - Prissy, Miss - 01/27/1999
04 - Bugsy, Malone - 09/12/2000
04 - Hazel, Witch - 11/20/1998
04 - Hopper, Hoppety - 06/21/1999
04 - Martian, Marvin - 04/09/1999
04 - Sheepdog, Sam - 04/08/1998

TOTAL STUDENTS: 23

DEMOGRAPHIC ERROR  
Z-SCORE ERROR  
UNABLE TO ASSESS  
STUDENT GIVEN BMI CLASSIFICATION

**Search Criteria**  
Grade: All  
Last Name:   
First Name:   
Search For Record Cancel Create New Record

**Student Information**  
Edit Student Information Cancel

**STUDENT INFORMATION**  
Name: Andy Thomas Date of Birth: 05/01/2002  
Gender: Male Race: White  
Social Security #: \*\*\*\*\* Language: English

**ADDITIONAL INFORMATION**  
Guardian Name: Jerry Thomas Grade: 02  
Teacher: HOGSWORTH Hurricane Evacuee: ☐ Yes ☐ No

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.

STUDENT INFORMATION			
Name:	Malone Buggy	Date of Birth:	09/12/2000
Gender:	Male	Race:	White
Social Security #:	*****	Language:	English

BMI INFORMATION			
Assessment Date:	02/02/2009	BMI:	17.4
Percentile:	76.9	Classification:	Healthy

MEASUREMENTS			
Station Name:	1	Weight:	76.5 lb
Height 1:	55.375 in		
Height 2:	55.75 in		

ADDITIONAL INFORMATION			
Guardian Name:		Grade:	04
Teacher:		Hurricane Evacuee:	<input type="radio"/> Yes <input type="radio"/> No

## 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<sup>th</sup> inch increments, and a student's first height measurement is 47 <sup>3</sup>/<sub>8</sub> 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 **2<sup>nd</sup> 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.

**Student BMI**

You may edit BMI information for this student below.  
Remember to press the SAVE button when you're finished.  
Press Cancel to return to Student Search.

**Height 1 and Height 2 must be within 1 inch!**

Name: [REDACTED] Date of Birth: 06/08/2012 Grade: K

\* Station Name: TEST88 \* Assessment Date: 03/01/2018

Height 1(in): 48 0 Weight(lb): 50  
Height 2(in): 50 1/8

Unable to Assess: --- Select Reason ---

Comments:

\* Required Field Save Refresh Cancel

- 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 10<sup>th</sup> 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**.

**Student BMI**

You may edit BMI information for this student below.  
Remember to press the SAVE button when you're finished.  
Press Cancel to return to Student Search.

**Student successfully updated!**

Name: [REDACTED] Date of Birth: 06/08/2012 Grade: K  
Classification: Underweight BMI: 13.3 Percentile: 1.07

\* Station Name: TEST89 \* Assessment Date: 03/02/2018

Height 1(cm): 130.6 Weight(lb): 50.3  
Height 2(cm): 131.6

Unable to Assess: --- Select Reason ---

Comments:

\* Required Field Save Create BMI Report Refresh Cancel

## 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.

**Student BMI**

You may edit BMI information for this student below. Remember to press the **SAVE** button when you're finished. Press **Cancel** to return to Student Search.

**Student successfully updated!**

Name: Buzz Lightyear Date of Birth: 07/21/2002 Grade: Percer  
 Classification: Obese BMI: 44.2

\* Station Name: 3 \* Assessment Date: 08/22/2012

Height 1 (cm): 130.6 Weight (kg): 76  
 Height 2 (cm): 131.6

Unable to Assess: --- Select Reason ---  
 --- Select Reason ---  
 Absent  
 Physical Disability  
 Child Refused  
 Parent Refused  
 Wrong School  
 Pregnant  
 No 2 measurements within 1 inch  
 Weight exceeded scale  
 Other

\* Required Field

BMI Report Refresh Cancel

## 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.

**HELP TASKS**

**STATIONS**  
 Create New  
 View/Edit

**STUDENTS**  
 View/Edit  
 Search/Reassign/New

**REPORTS**  
 Child Health Reports

**Select Student**

02 - Elephant, Babar - 01/01/2002  
 02 - Leghorn, Foghorn - 02/28/200  
 02 - Page, Tweety - 05/01/2002  
 02 - Pig, Petunia - 05/01/1999  
 02 - Runner, Road - 03/01/2000  
 02 - Terrific, Tommy - 12/12/2001  
 02 - Thomas, Andy - 05/01/2002  
 02 - Turtle, Cecil - 02/24/1999  
 02 - White, Daisy - 07/10/2002  
 03 - Cat, Sylvester - 09/23/1999  
 03 - Pig, Porky - 11/05/2000  
 03 - Prissy, Miss - 01/27/1999  
 04 - Buggy, Malone - 09/12/2000

**Student Information**

Edit Student Information Cancel

**STUDENT INFORMATION**

Name: Cecil Turtle Date of Birth: 0  
 Gender: Female Race:  
 Social Security #: \*\*\*\*\* Language:

**BMI INFORMATION**

- ▶ 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**

School: LOONEY TUNES ELEMENTARY SCHOOL LEA: 9999998  
 District: TRAINING SCHOOL DISTRICT LEA: 9999999

**Demographics** BMI Hearing Immunizations Medications Scoliosis Vision

**Select Student**

02 - Elephant, Babar - 01/01/2002  
 02 - Leghorn, Foghorn - 02/28/200  
 02 - Page, Tweety - 05/01/2002  
 02 - Pig, Petunia - 05/01/1999  
 02 - Runner, Road - 03/01/2000  
 02 - Terrific, Tommy - 12/12/2001  
 02 - Thomas, Andy - 05/01/2002  
 02 - Turtle, Cecil - 02/24/1999  
 02 - White, Daisy - 07/10/2002  
 03 - Cat, Sylvester - 09/23/1999  
 03 - Pig, Porky - 11/05/2000  
 03 - Prissy, Miss - 01/27/1999  
 04 - Buggy, Malone - 09/12/2000  
 04 - Hazel, Witch - 11/20/1998  
 04 - Hopper, Hippety - 06/21/1999  
 04 - Martian, Marvin - 04/09/1999  
 04 - Sheepdog, Sam - 04/08/1998  
 05 - Bird, Tweety - 02/26/1998  
 05 - Devil, Tasmanian - 02/15/199  
 05 - Fudd, Elmer - 01/19/1998

**Student Demographics**

You may edit personal information for this student below. Remember to press the **SAVE** button when you're finished. Press **Cancel** to return to Student Search.

\* First Name: CECIL Middle Name:  
 \* Last Name: TURTLE \* Date of Birth: 02/24/1999  
 \* Gender: Female Race: African American  
 Social Security #: \*\*\*\*\* 123456789 Language: English  
 Address 1: 201 LOONEY BEND City: LOONEY  
 State: Arkansas Zip: 72042  
 Guardian First Name: GUARDIAN Guardian Last Name: TURTLE  
 \* Grade: 2nd Grade Teacher:  
 Hurricane Evacuee: Yes No  
 \* Required Field Save Cancel

## 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**.



**Search Criteria**  
Minimum search criteria is Student's Last Name OR Social Security Number. For a faster search, enter additional search criteria.

Last Name:

First Name:

Date of Birth:  mm/dd/yyyy

Social Security #:

Guardian Last Name:

District:

**Search For Record** **Cancel**

- 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.



**Select Student**

02 - Rogers, John - 05/01/2002  
03 - Rogers, John - 03/02/2001

**Search Criteria**  
Minimum search criteria is Student's Last Name OR Social Security Number. For a faster search, enter additional search criteria.

Last Name:

First Name:

Date of Birth:  mm/dd/yyyy

Social Security #:

Guardian Last Name:

District:

**Search For Record** **Create New Record**

- 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.**

Student Information			
Name:	John Rogers	Date of Birth:	05/01/2002
Gender:	Male	Race:	White
Guardian Name:	Jerry Rogers	Grade:	02
Address:	123 CUCUMBER LN VILLANOVA, AR 71324		
School:	DISNEYLAND ELEMENTARY SCHOOL	LEA:	9999999
District:	TRAINING SCHOOL DISTRICT	LEA:	9999999

[Reassign Student To My School](#)
[Return To Search Page](#)

- 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.**

HOME HELP TASKS	STATIONS Create New View/Edit	STUDENTS View/Edit <a href="#">Search/Reassign/New</a>	REPORTS Child Health Reports School Reports District Reports	USERS View/Edit
<p><b>Search Criteria</b> Minimum search criteria is Student's Last Name OR 9 For a faster search, enter additional search criteria.</p> <p style="color: red;"><b>Students not found!</b></p> <p>Last Name: <input type="text" value="Bellagrade"/></p> <p>First Name: <input type="text" value="Daisy"/></p> <p>Date of Birth: <input type="text" value="mm/dd/yyyy"/> 12/31/2002</p> <p>Social Security #: <input type="text" value="123456789"/></p> <p>Guardian Last Name: <input type="text"/></p> <p>District: <input type="text" value="--- Select District ---"/></p> <p> <a href="#">Search For Record</a> <a href="#">Create New Record</a> <a href="#">Cancel</a> </p>				

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

HOME HELP TASKS	STATIONS Create New View/Edit	STUDENTS View/Edit <a href="#">Search/Reassign/New</a>	REPORTS Child Health Reports School Reports District Reports	USERS View/Edit
<p><b>Student Information</b> You may add personal information for this student below. Remember to press the Save button when you're finished. Press Cancel to return to Tasks.</p> <p>* First Name: <input type="text" value="Daisy"/> Middle Name: <input type="text" value="P"/></p> <p>* Last Name: <input type="text" value="Bellagrade"/> * Date of Birth: <input type="text" value="9/1/2002"/></p> <p>* Gender: <input type="text" value="Female"/> Race: <input type="text" value="White"/></p> <p>Social Security #: <input type="text" value="354675886"/> 123456789 Language: <input type="text" value="English"/></p> <p>Address 1: <input type="text" value="123 Flower Ln"/> City: <input type="text" value="Forrest City"/></p> <p>State: <input type="text" value="Arkansas"/> Zip: <input type="text"/></p> <p>Guardian First Name: <input type="text" value="Mama"/> Guardian Last Name: <input type="text" value="Bellagrade"/></p> <p>* Grade: <input type="text" value="2nd Grade"/> Teacher: <input type="text" value="Dumbledee"/></p> <p>Hurricane Evacuee: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>* Required Field <a href="#">Save</a> <a href="#">Cancel</a></p>				

- 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 4<sup>th</sup> grade, so the date of birth or grade must be corrected. Data will not be saved until errors are corrected.

**Student Demographics**

**Invalid grade/age combination!**  
You may edit personal information for this student below.  
Remember to press the SAVE button when you're finished.  
Press Cancel to return to Student Search.

* First Name:	SAM	Middle Name:		
* Last Name:	SHEEPDOG	* Date of Birth:	11/05/2013 mm/dd/yyyy	
* Gender:	Male	Race:	White	
Social Security #:	000000000	123456789	Language:	English
Address 1:	201 LOONEY BEND	City:	LOONEY	
State:	Arkansas	Zip:	72140	
Guardian First Name:	GUARDIAN	Guardian Last Name:	SHEEPDOG	
* Grade:	4th Grade	Teacher:		
Hurricane Evacuee:	<input type="radio"/> Yes <input type="radio"/> No			

\* Required Field

Save Cancel

### **Step 6: Exit the system**

- Click **Log Out** to log out of the system

Home

Help Log Out

## 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> 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>

- 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.



**Report Types**

Please complete the survey.

\* **School Year:** 2011

\* **Report Type:**

☐ Grade ☐ Required Grades ☐ School

Beginning with kindergarten and then in even numbered grades, Act 201 of 2007 requires schools to include as a part of a student health report to parents an annual body mass index percentile by age for each student.

\* **How are you planning on sending the reports?**

☐ Send with report card ☐ Parent Teacher Conference ☐ Mail separately ☐ Other school mail out ☐ Other:

\* **When will you be sending the reports?**

mm/dd/yyyy

\* **Required Field** **Submit** **Cancel**

**Child Health Reports**

School Year: 2009

School: LOONEY TUNES ELEMENTARY SCHOOL

Grade: Required Grades

**View/Print** **Return** **Cancel**

**File Download**

Do you want to open or save this file?

Name: LOONEY\_TUNES\_ELEMENTARY\_SCHOOL\_2009.pdf

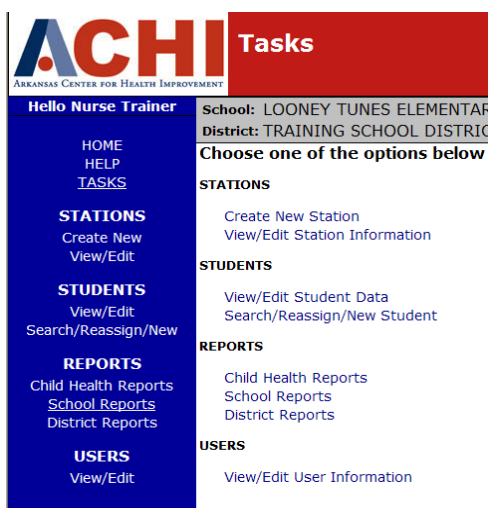
Type: Adobe Acrobat Document, 70.6KB

From: www.arschoolhealthrecords.net

**Open** **Save** **Cancel**

## 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.

