Health Screening Data Tool

Coordinated School Health

Tennessee Department of Education | September 2021

Health Screening Data Tool Guide

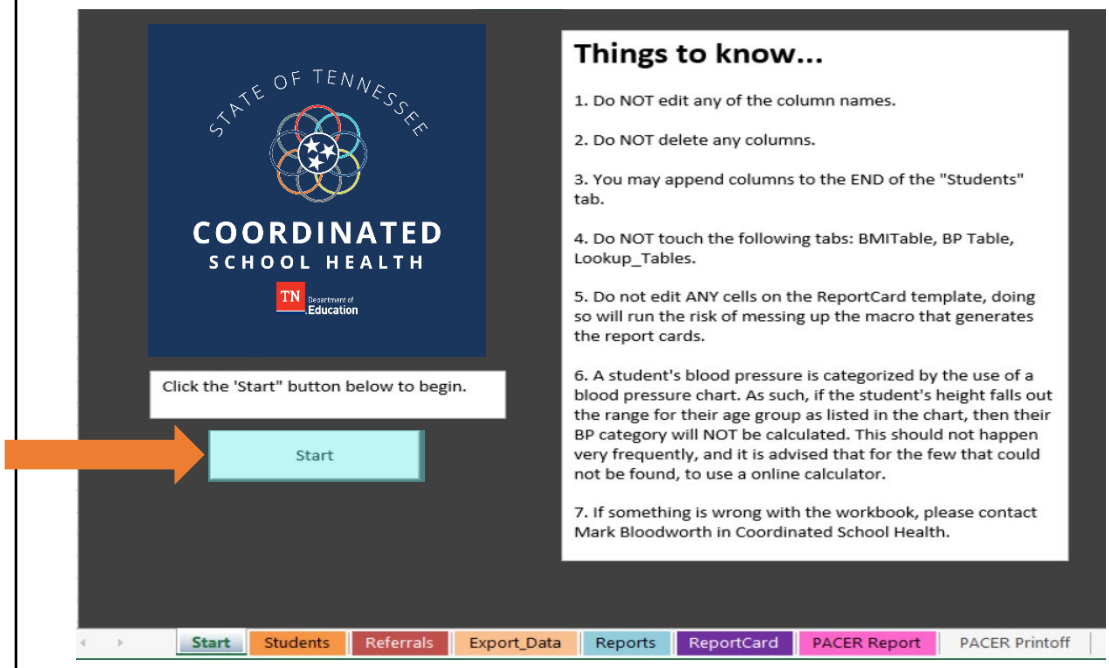
Important information regarding use of this tool:

- Do not add columns to the spreadsheet
- Do not delete columns from the spreadsheet
- Don't change any of the formulas
- Don't remove the "Williamson County – Westwood Elementary" line from the first row, this is where the formulas are housed

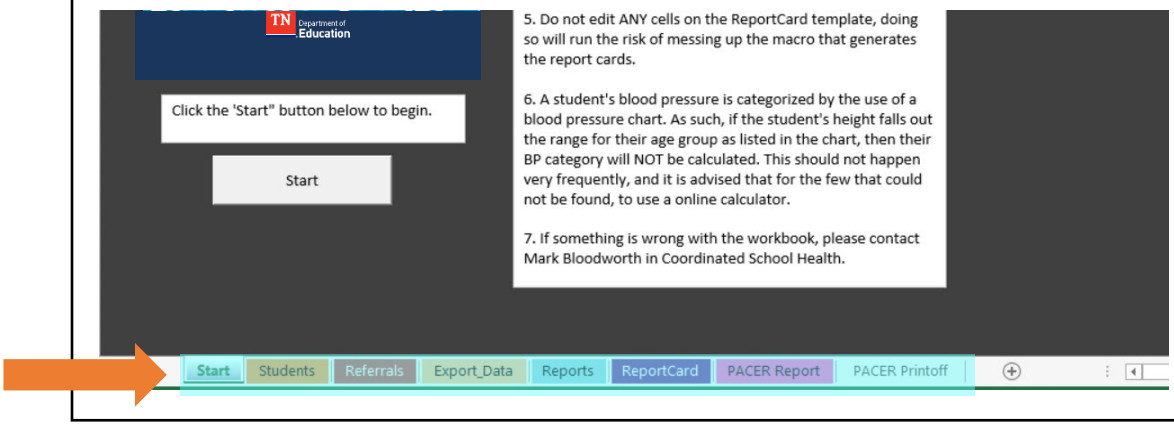
General Information

The spreadsheet is broken into two main areas that house the primary workings of the tool.

The ***START*** function under the CSH logo



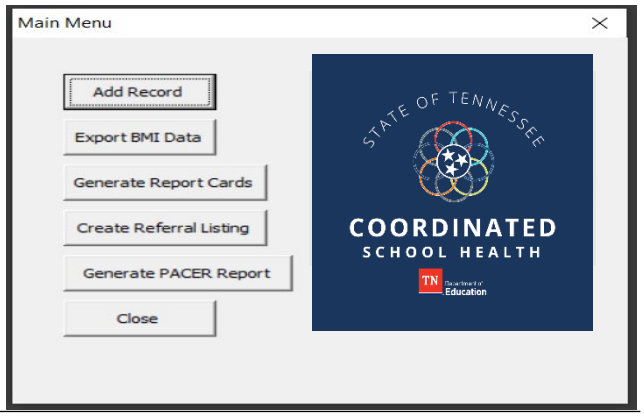
The ***TABS*** at the bottom of the sheet



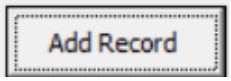
Start Functions

The start button allows the user to do the following:

- Add a new student record
- Export the districts Body Mass Index Data Report and email to Mark Bloodworth at Mark.Bloodworth@tn.gov.
- Generate Student Health Report Cards
- Create a referral list for: Vision, Hearing, BMI, and Blood Pressure Levels
- Generate a PACER report that can be shared with Physical Education Teachers



Add Record Button:



This function allows the user to enter new student information. It is recommended that at least the first student in every school is put into the spreadsheet in this fashion to ensure the auto loaded District and School Codes are correct.

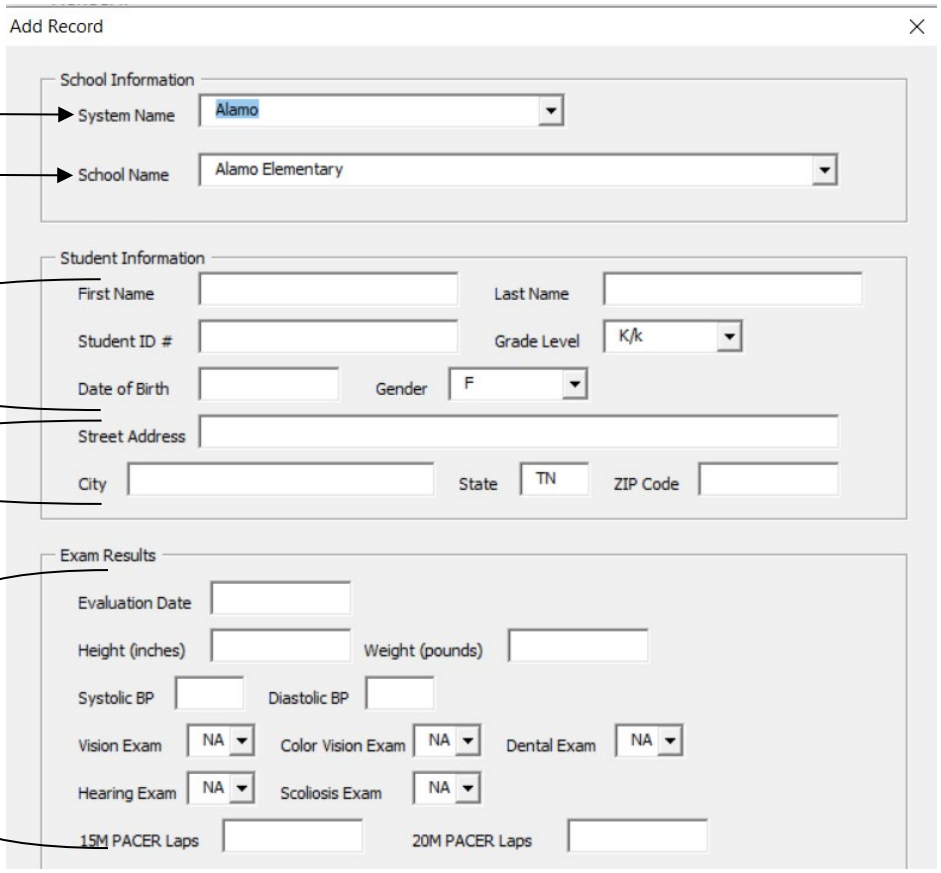
Enter the System Name by using the dropdown arrow

Once the system is selected, your district schools will auto populate here – chose the school you are entering data for.

Enter the required demographic information

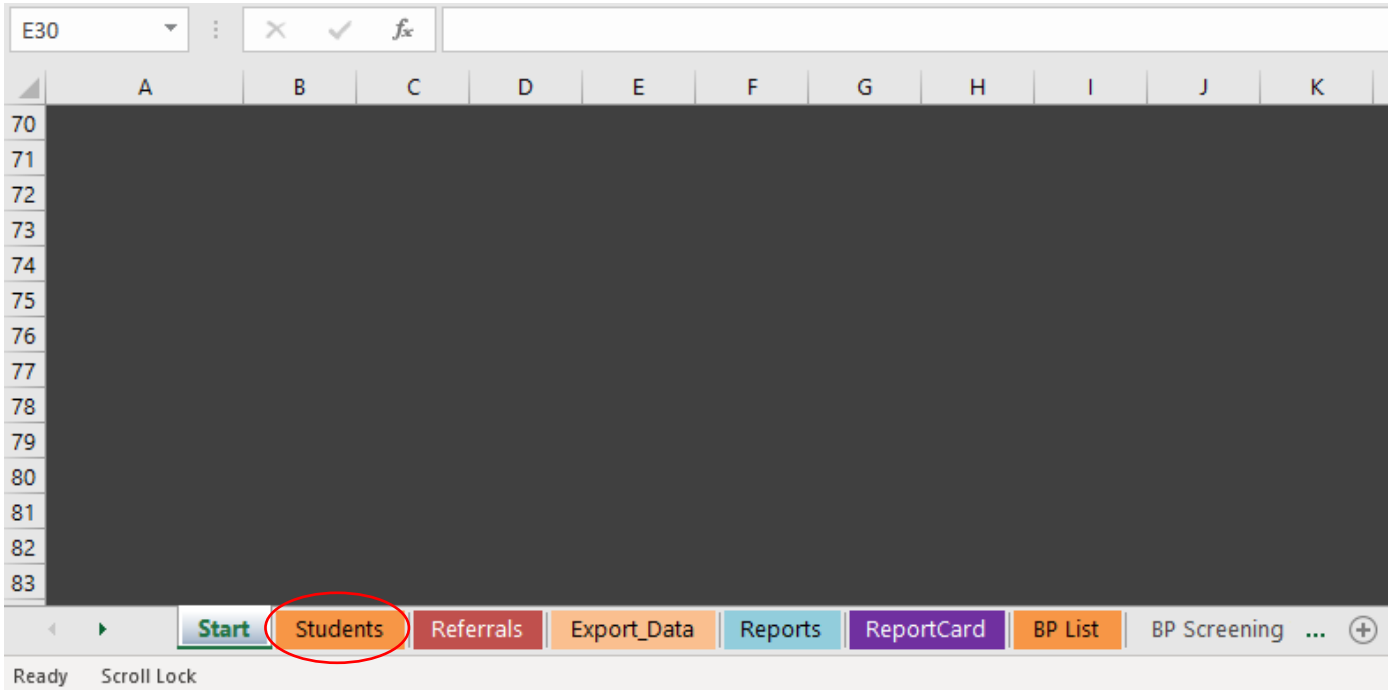
Information is optional but needed if you plan on mailing out the Health Report Cards

This information comes from the screening data



Students Tab:

- This is where the student data is recorded.
- PLEASE DO NOT REMOVE-Westwood Elementary from the first line. All formulas are set up on this record.
- Begin data entry on the next line after you use the "Add Record" function; if you are cutting and pasting, this is where you will begin.
- When pasting:
    - Use the "Values" option in the copy/paste drop down menu
- When pasting from a different source:
    - Use the start function to set up the first record in each school with the "Add Record" button.
    - Make sure the rows are alternating grey & white.
    - The correct codes are in the columns.

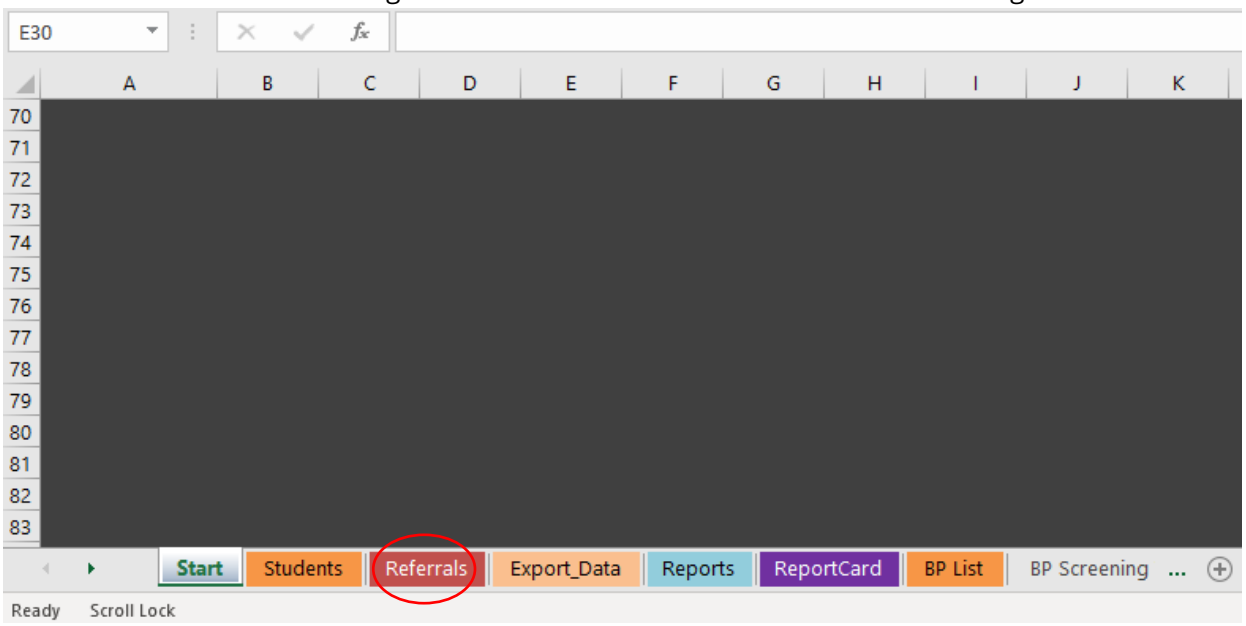


Generate Referral Listing:

- To create a referral listing:
    - All the data must be entered and cleaned
    - By selecting the “Create Referral Listing”
        - After the data has been entered, the spreadsheet will generate a list of all students who need a referral
        - This list will populate under the lower “Referral” tab in red
- Once the function has been selected and the referral list generated, then the filter function can be used to narrow down the list by referral area.

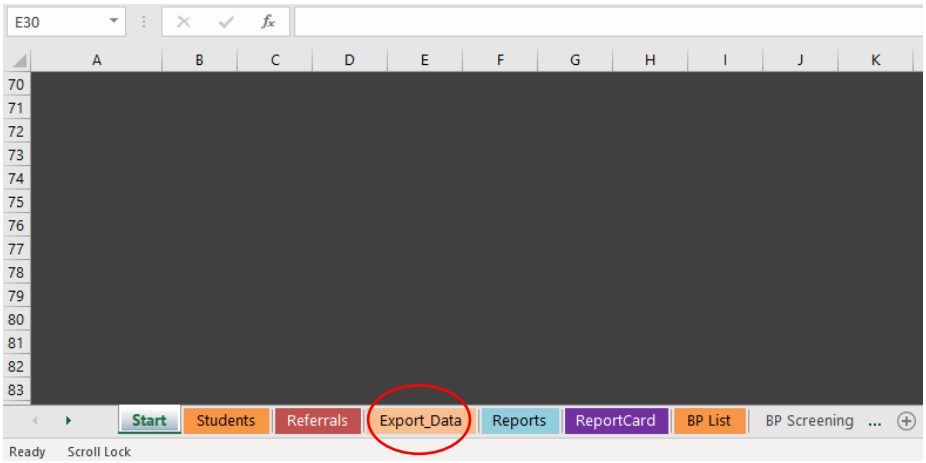
Referrals:

- This tab becomes active and populated once the “Generate Referral Listing” has been used from the start menu
- Any student who failed some part of the initial screening will populate under this tab
- The filters can then be used to generate lists of students that failed their screenings.



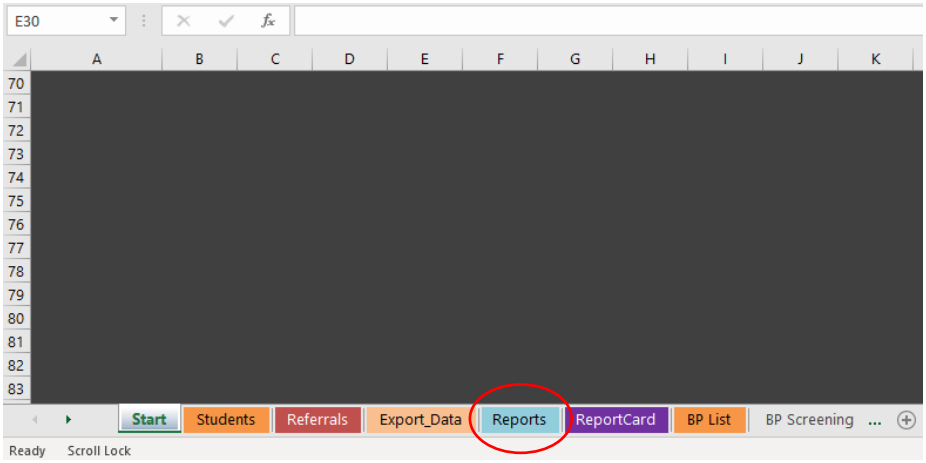
Export Data Tab:

- This is a sample file
- DO NOT USE



Reports:

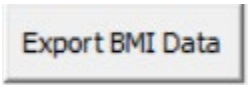
- The "Reports" tab is a way to generate reports based on the data collected through the use of pivot tables.
- Two pivot tables are included in the spreadsheet, however, this function allows the coordinator to create different reports and graphs based on data collected.
- Contact Mark Bloodworth at Mark.Bloodworth@tn.gov for more information.



Report Card:

- This tab houses the "Report Card" frame which is used when the "Generate Report Card" button is selected from the START menu (located on the first page of the spreadsheet)
- The wording of the paragraph can be changed in the example but must be kept in the "4 lines" of text.

Export BMI Data:

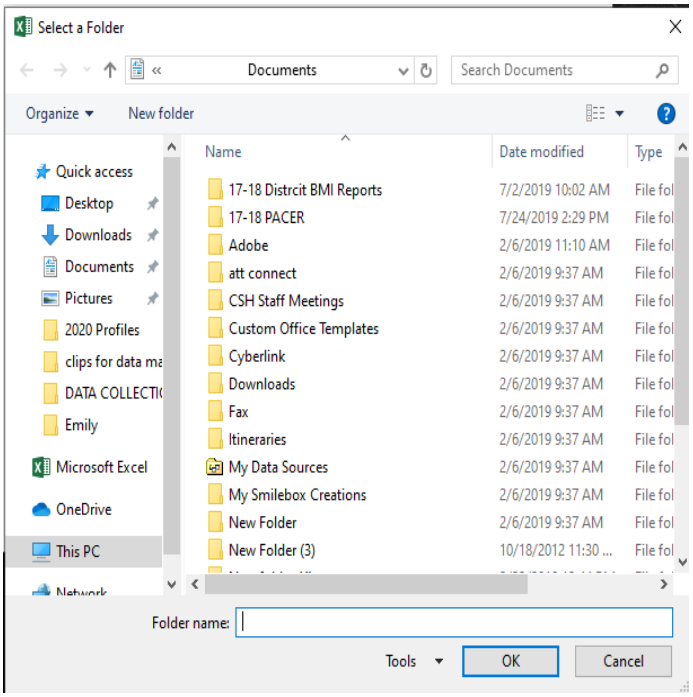


Before using the **Export BMI Data** button, the user will need to do <u>two things.</u>

1) Create a new folder on your desktop entitled **BMI DATA**
    - To create a new folder find an empty space on the computer's desktop
    - Using the mouse, right click on the empty area you chose
    - Scroll down on the pop up window that is entitled *"New"*
    - Select *"New"* – another window will open – find the top choice *"Folder"*
    - Click on "Folder" and a new folder will appear in the blank area where your cursor is
    - Name this folder: *20xx* (for xx use the current year) *BMI DATA*
    - This is the folder you will export your BMI data to

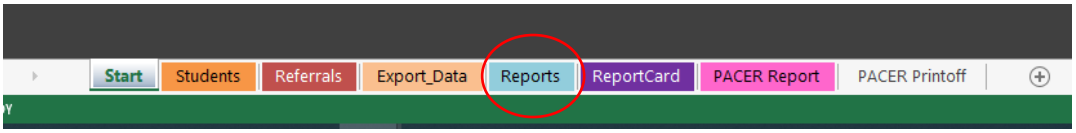
2) The Export BMI Data is the radio button you will use to export your data. The function will clear all the fields from the spreadsheet which are not required for analysis including all student identifying information. Before using this function please go through and clean the data using the *Filter Functions* in each Field.

- When this function is used, initially a pop-up window will open entitled: *"Select a Folder"*.



Preparing Data:

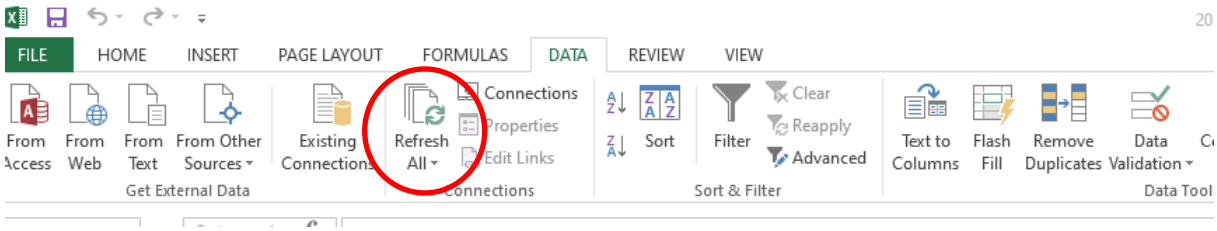
- Click the "Reports" tab at the bottom



- Go to "DATA" tab at the top

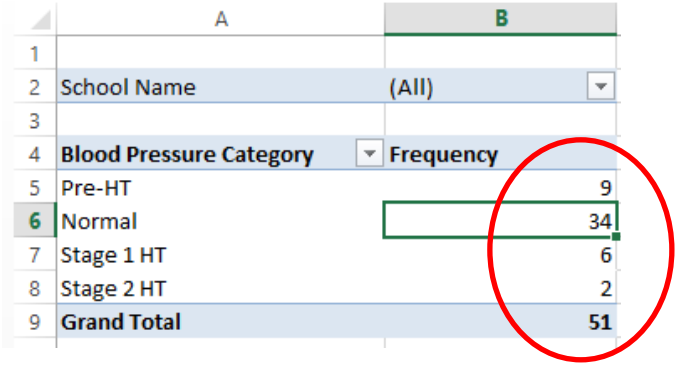
- Click "Refresh All" – this will refresh all of your data

  *Be certain that you click "Refresh All" every time you add new data or it will not be pulled into the counts



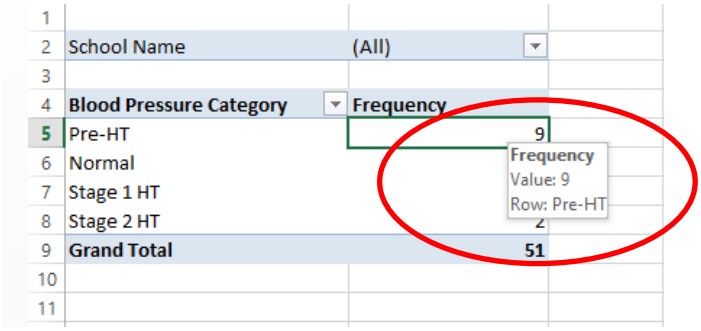
Finding Percentages:

- Each number in the table is in a cell—in order to convert the number from frequency to percentage you must click within the cell under the "Frequency" heading



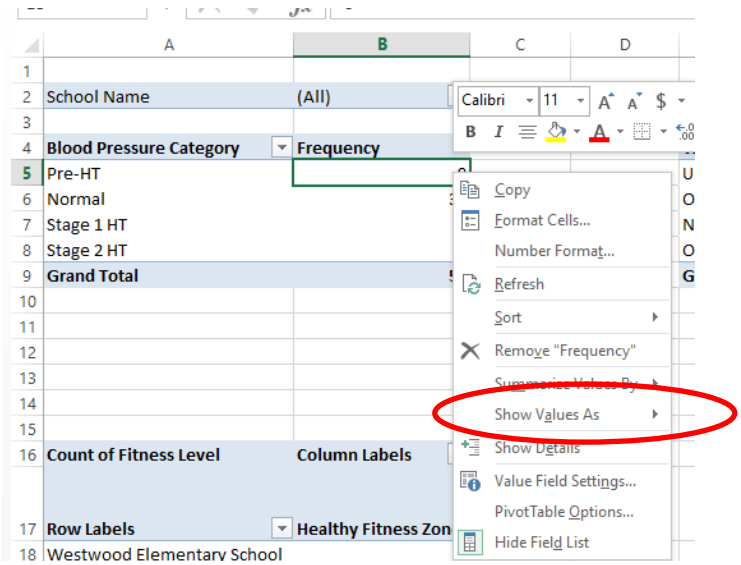
	A	B
1		
2	School Name	(All)
3		
4	**Blood Pressure Category**	**Frequency**
5	Pre-HT	9
6	Normal	34
7	Stage 1 HT	6
8	Stage 2 HT	2
9	**Grand Total**	**51**

- Go to the number and hover the cursor over the cell

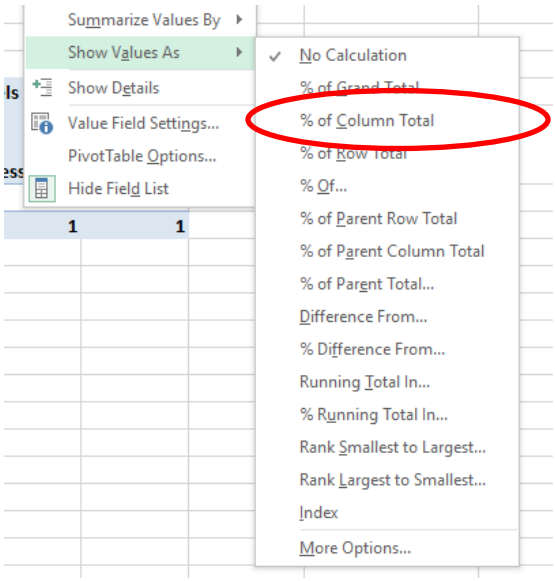


1		
2	School Name	(All)
3		
4	**Blood Pressure Category**	**Frequency**
5	Pre-HT	9
6	Normal	
7	Stage 1 HT	
8	Stage 2 HT	
9	**Grand Total**	**51**
10		
11		

- Right click in the cell and then click “Show Values As”

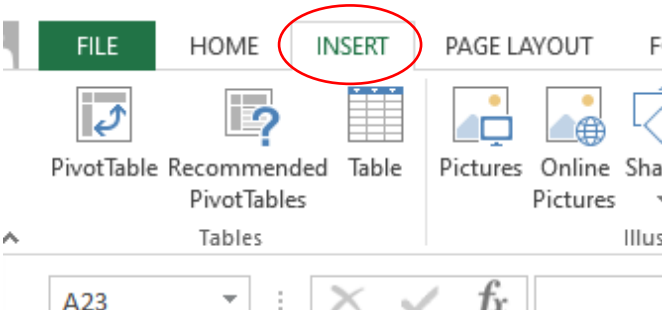


- Click “% of Column Total” and now you have percentages for the category. If you would like to design a pivot Table with rows, then you use the “% row total”

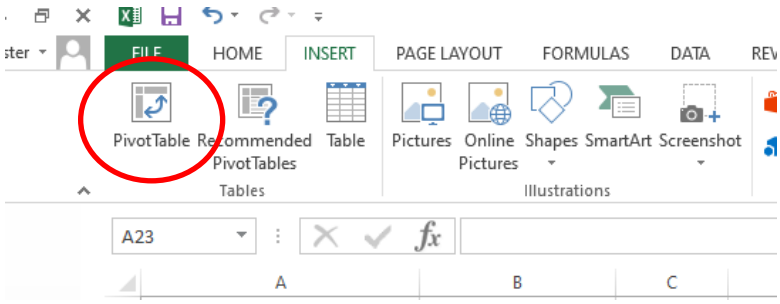


Creating a Pivot Table:

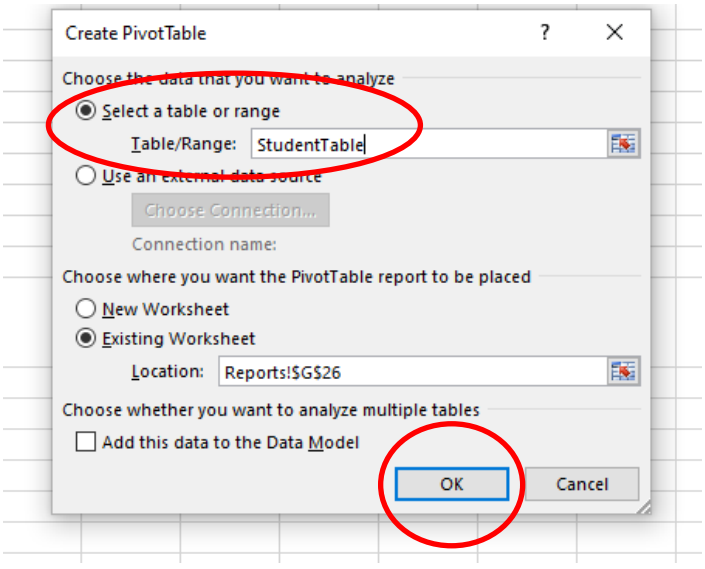
- When creating a new pivot table be sure to allow a minimum of 10 blank rows to insert the new table
- Click "INSERT" at the top of the page



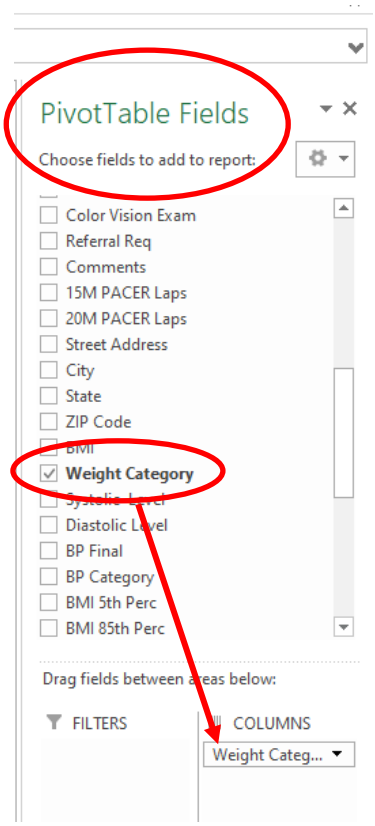
- Click "Pivot Table" (first option)



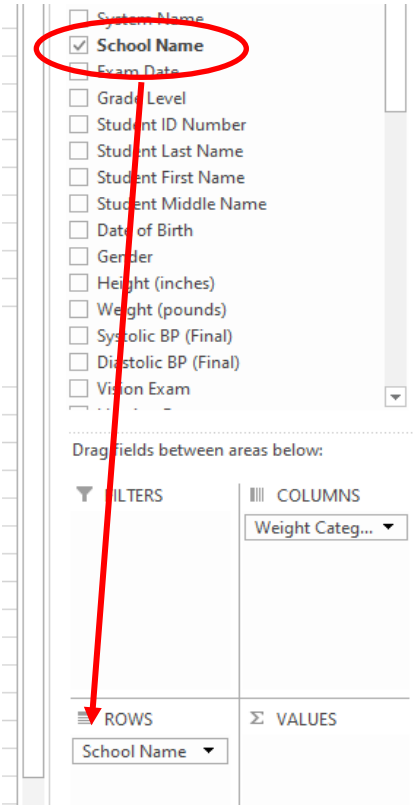
- In "Table/Range:" Type "StudentTable" (no space and make sure to capitalize S in student and T in table). Click "OK"



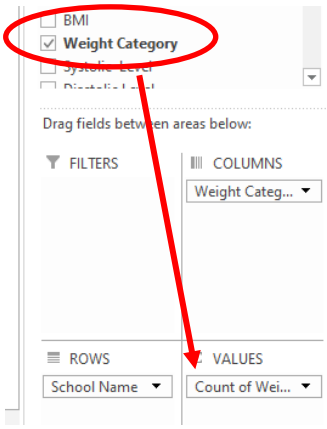
- On right side you will see “PivotTable Fields”. Under “Choose fields to add to report” scroll down to “Weight Category.” Click and drag “Weight Category” and put under “Columns.”



- Click and drag “School Name” to “rows”



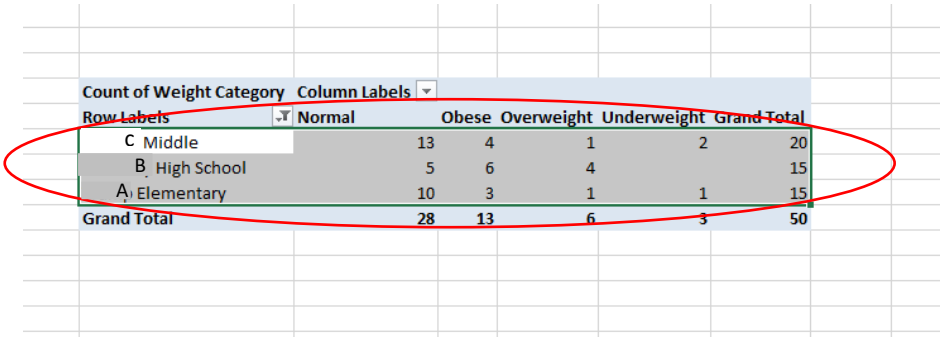
- Click and drag “Weight Category” under “Values”



- You also can drill down further into your data by dragging “Grade Level” and “Gender” under “Filters”

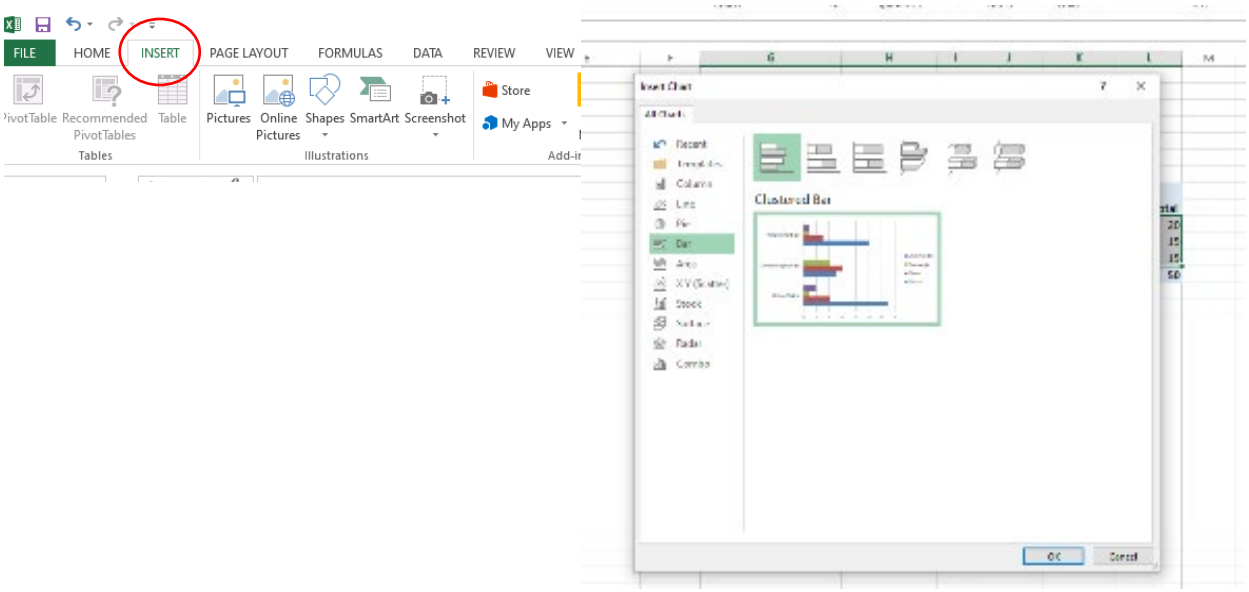
Making a Graph with your Pivot Table:

- Highlight “white area” in report



Count of Weight Category	Column Labels				
Row Labels	Normal	Obese	Overweight	Underweight	Grand Total
C Middle	13	4	1	2	20
B High School	5	6	4		15
A Elementary	10	3	1	1	15
Grand Total	28	13	6	3	50

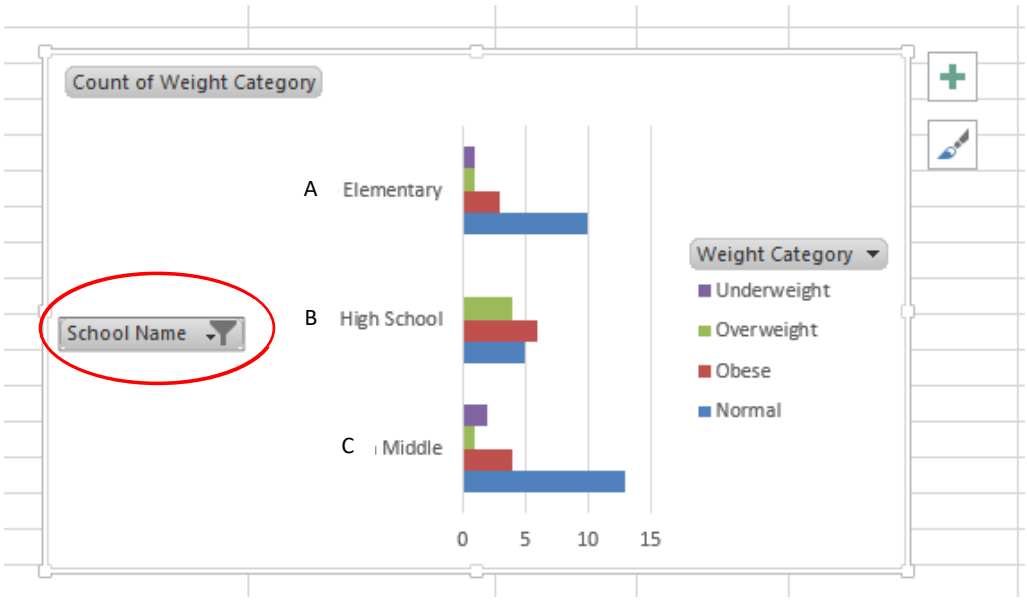
- Go to insert at the top to chart and click bar graph

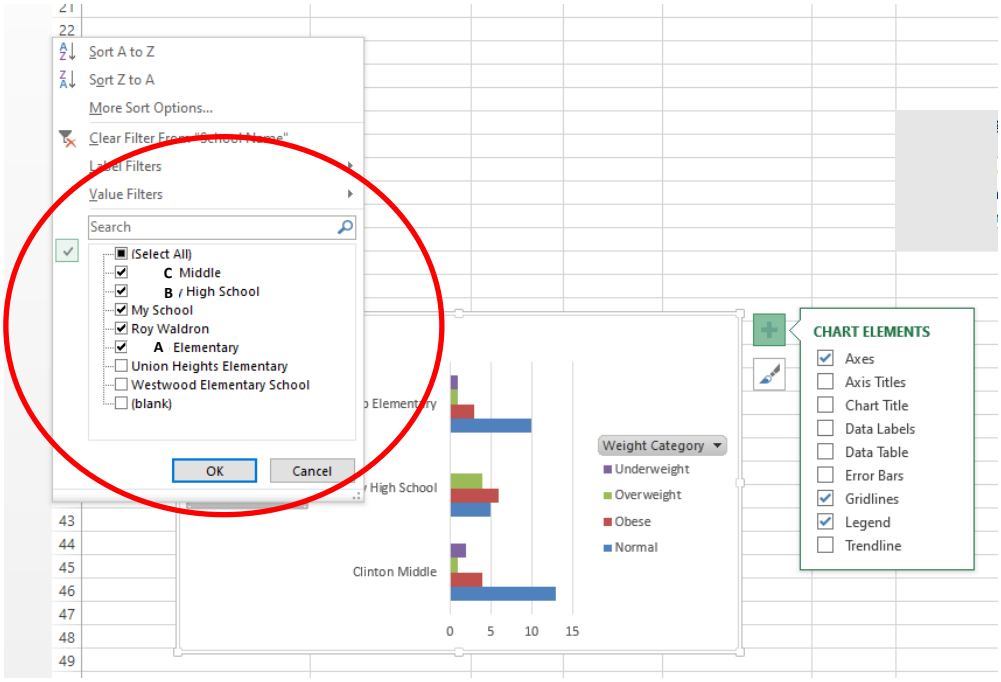


- Use the paint brush sign by the chart to style and change color

Notes:

- You can filter out schools by clicking on the down arrow next to row labels on the pivot table (some schools are running in the background because they are needed for the formulas) – uncheck those





- Adjust column labels by moving boxes with the green bar

PACER:

- Using the PACER Function:
  - Use the "START" button
  - Make sure you have all the student data input and correct under the "students" tab
  - Once you have it entered, then you can use this button to populate the "PACER Print off"
  - The PACER Print off will generate a roster that you can share with your teachers-the students print off in the exact order that they are in the "students" tab
  - Click on the "PACER Print off" tab and you will see the roster of students
  - From there- Filter down by school name and you can copy and paste into a new spreadsheet to share with schools digitally or print them to share with the PE Teachers conducting the PACER Testing.
  - Have the PE Teacher fill in the PACER Laps for the students based on **whether they use the 15- or 20-meter track**
  - After the PE Teachers have completed the testing, have them return the data to your office and you can now enter the data on the "Pacer Report Tab"
- Pacer Report:
  - Clicking the "PACER Report" tab, the students have also pre-populated to this roster.
  - The rosters are exactly in the same order, the same as they are on the "STUDENT" tab in the main spreadsheet.
  - You can now take the information from the PACER Print off that the PE teacher returned and see the data side by side in the same order.
  - This allows for ease of entry, as you can go straight down the roster and enter the students PACER Laps based on the 15/20m.
  - You will notice as you enter the students PACER laps the sheet will calculate the Healthy Fitness Zones and VO2 Max scores or fitness levels.
  - You can share this information back with teachers so they know how the students performed.