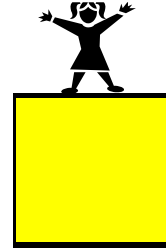


EPI Info BMI Data Management Procedures



At the conclusion of the CAST project, researchers worked with school nursing staff to pilot Body Mass Index (BMI) data management procedures that could be independently operated by the school district. This report documents these data collection and management procedures.

The Centers of Disease Control also provides a *Children's BMI Tool for Schools* which is an Excel spreadsheet for schools or other child serving organizations wanting to compute BMI-for-age for a group of up to 2000 children. This resource is available at:

www.cdc.gov/healthyweight/assessing/bmi/childrens_bmi/tool_for_schools.html.

Note: The procedures described in this report assume that School Health Staff have arranged for an employee to prep a student data file prior to the assessment – including names and IDs of those to be assessed – and that assessors will look up student records during the assessment. An alternative approach is to have a school administrator develop individual class rosters in Excel that can be used in a paper and pencil format at the time of assessment and used for data entry after BMI measurement has been completed.

I. Assessors: Complete once for support desktop, and once for each assessment laptop

1. Download EpiInfo
 - a. Go to:
https://www.google.com/search?q=a.%09ftp%3A%2F%2Fftp.cdc.gov%2Fpub%2FSoftware%2Fepi_info%2Fepiinfo351%2FepiinfoSetup3_5_1_0008.exe&ie=utf-8&oe=utf-8&aq=t&rls=org.mozilla:en-US:official&client=firefox-a&channel=fflb
 - b. Click on the option: [EpiInfoSetup3_5_1_0008.exe](#)
 - c. Click "Save File"
 - d. Run downloaded .exe file by double-clicking it
2. Install EpiInfo on your computer
 - a. Note: there will be an error message until your student data file has been setup up to integrate into EpiInfo.
3. Create shortcut on desktop
 - a. Epi has several modules. Browse to EpiInfo folder, choose Nuststat.exe
 - b. Right Click - Pin to Taskbar
 - c. Lower-left taskbar should now have grey "EpiInfo" icon

II. School Administrator or Data Manager: Complete on support desktop for each assessment series

4. Create a student data file with records of kids to be assessed
 - a. Query School Database on the following student variables and save results to MS Excel

- i. School ID
 - ii. Student ID
 - iii. First Name
 - iv. Last Name
 - v. DOB
 - vi. Gender (use M or F, if possible)
 - vii. Grade (for sorting by grade)
 - viii. Teacher Last Name (for sorting by teacher)
 - ix. Race
 - x. Ethnicity
 - b. Save as **NutriDatExcel.xls**
 - c. Add AssessDate column to **NutriDatExcel.xls**
 - i. Add new column to right of existing data.
 - 1. Name column "AssessDate"
 - ii. In first row of AssessDate column, add planned assess date
 - 1. Use first date if several dates are planned
 - iii. Copy-and-drag assess date down for every record.
5. Update NUTRI.mdb Access file and do the following:
- a. Import **NutriDatExcel.xls**
 - i. Open Nutri.mdb at C:\EpiInfo
 - ii. Click External data – Excel
 - iii. Browse to file location
 - iv. Import **NutriDatExcel.xls**
 - b. IMPORTANT: Delete all records (if any) from default table **nutNutridat**.
 - i. Open table to view any records. If any, select and delete.
 - c. Create 2 queries and save them:
 - i. **qryMailMerge**
 - 1. SQL for qryMailMerge
 - a.

```
SELECT [fldFirstName]+" "+[fldName] AS Name, Left([fldInch],4)
AS fldInchr, Left([fldLbs],4) AS fldLbsr, Int([fldBMIC]) AS
fldBMICr, nutNutridat.fldBMILetterDate
FROM nutNutridat
WHERE (((Left([fldInch],4)) Is Not Null) AND
((nutNutridat.fldBMILetterDate) Is Null));
```
 - ii. **qryNutriUpdateRecords**
 - 1. SQL for **qryNutriUpdateRecords**:
 - a.

```
INSERT INTO nutNutridat ( fldIdNo, fldFirstName, fldName,
fldBirthDate, fldSex, fldCurrentDate )
SELECT NutriDatExcel.[Student ID], NutriDatExcel.[Student First
Name], NutriDatExcel.[Student Last Name],
NutriDatExcel.Birthdate, NutriDatExcel.Gender,
NutriDatExcel.AssessDate
FROM NutriDatExcel;
```

- d. Run **qryNutriUpdateRecords**
 - i. This query sends district records to **nutNutriDat** table
- e. Delete **nutChildren** table.
- f. Copy NUTRI.mdb onto a flash drive, or save to networked location

III. Assessor: Complete on assessment laptop for each assessment series

6. Replace NUTRI.mdb on laptop
 - a. Open NUTRI.mdb at C:\EpiInfo on laptop
 - b. Using flash drive or networked file:
 - i. Save Admin cop of NUTRI.mdb (created in steps 4 and 5, above) over laptop version of file.
7. Prep EpiInfo
 - a. Confirm that Epi is using nutNutriDat table for records.
 - i. Open EpiInfo
 - ii. choose File – Open Table
 - iii. Select NUTRI.MDB. Double click (or click Open).
 - iv. Select **nutNutriDat**. Click OK.
 - b. Update WHO standards from 1978 to 2000
 - i. Tools/Options. On Display tab, click WHO 2000.
8. Lookup child by clicking Find. And you're off!

IV. Data entry procedures. *These will vary by assessment. Also, if data are entered directly into EpiInfo, and no backup/paper copies exist, then step 11 below can't be completed.*

9. Child look-up
 - a. There are 2 ways to look up students:
 - i. If child **names** have been pre-loaded, click Find. Enter name/s into search box.
 - ii. If **Student IDs** have been pre-loaded, click Find. Enter Student ID into search box.
 1. If NutriDatExcel.xls is opened in the background, assessors can cut-and-paste IDs from that file into EpiInfo
10. Data entry (this depends on what data is already in the system)
 - a. If child identifying information is already added
 - i. After locating child, place cursor in **Birthdate** field
 1. Hit tab key
 2. The form then calculates student age based upon DOB and Assess Date
 - ii. Then enter child's
 1. Height
 2. Weight
 - b. If no identifying information is added
 - i. All child data must be entered **during** the assessment. The form requires:
 1. Student ID (assuming the link to eSchool)

2. Gender
3. DOB
4. Assess date

11. Error Correction

- a. This step assumes:
 - i. That height and weight were collected on paper *during the assessment*, and
 - ii. That height and weight are entered into EpilInfo *during or after the assessment*.
- b. It is recommended that to correct for data entry errors, you compare your printed data records to what was entered into EpilInfo.

V. Assessor: Mail Merge Procedures (Optional)

12. Create a parent letter in MS Word.

- a. You may wish to merge the results of the BMI screening into a letter to parents.
 - i. This would include the child's height, weight, BMI, etc
- b. Finalize your letter, including letterhead
 - i. Add your principal's (or administrator's) signature to the bottom
- c. Identify the places where database fields will be included.
 - i. Marking those places with a "*" is a good idea (remove "*" later)

13. Merge your letter with fields from Access. With your letter open in MS Word:

- a. Choose Mailings. Then, Start Mail Merge Step by Step Wizard
- b. Step 1: Choose "Letters"
- c. Step 2: "Use the current document"
- d. Step 3: Click "Browse"
 - i. With "All Data Sources" selected, click "New Source"
 - ii. Choose "ODBC DSN"
 - iii. Choose "Access files"
 - iv. Browse to your database. Double click.
 - v. Select qryMailMerge. Click Finish.
- e. Step 4: Choose "More Items" from the list
 - i. Place your cursor in the document where you want the field
 - ii. Then, double-click that field.
 - iii. Repeat until all fields are placed in the document
- f. Step 5: Preview the results. Ensure the fields are legible and placed properly.
- g. Step 6: Complete the merge.
 - i. Click "Print"

14. Prepare mailing

- a. If mailing labels are sorted alpha by grade, you'll want your letters in that order
- b. Tri-fold the letters
- c. Stuff, label, apply postage and send!