The Bureau of Oral Health at the Kansas Department of Health and Environment is Kansas state level public health division dedicated to oral health improvement. The Bureau works to increase awareness and improve the oral health of all Kansans through Oral Health Data Collection. This document will show the basic functionality of how to use the Kansas Oral Health (KSOH) program to submit data to KDHE.

Using the KSOH system

Viewing Public Screening Reports (Does NOT Require A Log In)

Anyone can view the publicly available screening reports posted on the Oral Health website. Simply navigate to the website:

1. Navigate to the Kansas Oral Health website:

2. Click on “KSOH Screening Reports – Public”

3. Select the parameters for the report you want. Then click “Generate Report”
4. The report will appear underneath the selection menu. It can be viewed as is, or saved by clicking the floppy disk icon and selecting “Excel” or “PDF”

Logging In To KSOH
To get started, Navigate to https://khap2.kdhe.state.ks.us/public/ksoh/Default.aspx and log in by entering your username and password in the box.
At this point, you are logged in, and can access the main screen. The Top listing is a list of schools you are registered to enter oral health information for. The bottom listing is another way to access the screening reports section (see “Viewing Public Screening Reports” for more information). If you need to enter screening information for a school that is not listed here, please contact your Administrator.

**Entering Oral Health Information**

1. From the main screen after logging in, click on a school you have access to add Oral Health Information for. The list below only shows one school, but you may have many schools.

   **Make sure that you are selecting the correct school!!!**
2. Upon selecting a school, some demographic and building information will appear giving information about the selected school.

![School: Christ The King [Topeka]](image)

3. Below this will be an area called “Screening Information”. This is where you enter your school’s Oral Health screening information. To get started, click on the “Add New” button.

![Screening Information](image)

4. First, make sure to select the correct grade for the student information you are entering.
5. Enter your screening information, then click “Insert. A report will be added showing the data you entered. Make sure the following is correct regarding the totals:

<table>
<thead>
<tr>
<th>Screening Information</th>
<th>Check your totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 - 2018</td>
<td></td>
</tr>
<tr>
<td>Untreated (Yes) + Untreated (No) = Total Kids Screened</td>
<td></td>
</tr>
<tr>
<td>Treated (Yes) + Treated (No) = Total Kids Screened</td>
<td></td>
</tr>
<tr>
<td>Sealants (Yes) + Sealants (No) = Total Kids Screened</td>
<td></td>
</tr>
</tbody>
</table>

6. It is possible to edit entered data by clicking the edit button.

Changing Password / Security Questions

1. To change your password / Security questions on KSOH, from the main screen, click on the “Change Password” or “Security Question Change” on the right side of the screen.
2. Simply enter the new information for the Password / Security Questions in the corresponding screen.

![Update Your Security Question and Answer](image)

![Change Your Password](image)