

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:
<https://kxap2.kdhe.state.ks.us/public/ksoh/Default.aspx>
2. Click on “KSOH Screening Reports – Public”



3. Select the parameters for the report you want. Then click “Generate Report”



- 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”

Please scroll down to view the report

6. Generate Report (This may take 60 seconds or more)

EP = Early Pre-K, PK = Pre-K

KSOH Total and Percent [Floppy Disk Icon] Report

For School Year: 2010

Kansas 2010			
Condition	Number Of Students	Percent Of Students	Current Enrollment Information
Untreated Decay Yes	24,082	19.41	
Untreated Decay No	99,879	80.59	Total Enrolled
Treated Decay Yes	49,672	40.12	506,217
Treated Decay No	74,269	59.88	
Sealants Present Yes *	28,627	37.02	Free / Reduced Lunch
Sealants Present No *	48,694	62.98	247,897
Urgent Care Needed	3651	2.97	
Total Number Of Students Screened	123,901		Free / Reduced Lunch %
* data reported on grades 1st-12th only			

County(ies) for Year: 2010-2011			
Cloud			
Condition	Number Of Students	Percent Of Students	Current Enrollment Information
Untreated Decay Yes	243	22.71	
Untreated Decay No	827	77.29	Total Enrolled
Treated Decay Yes	393	36.73	1,276
Treated Decay No	677	63.27	
Sealants Present Yes *	194	24.94	Free / Reduced Lunch
Sealants Present No *	554	75.06	728
Urgent Care Needed	39	3.55	

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.

Log In

User Id:

Password:

[Not Registered?](#)

[Forgot your password?](#)

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!!!



- Upon selecting a school, some demographic and building information will appear giving information about the selected school.



School: Christ The King [Topeka]

Building Information:

School District: SHAWNEE PRIVATE SCHOOL DISTRICT
 County: SHAWNEE
 School Name: Christ The King [Topeka]
 School Level: Elementary School
 School Type: Private Schools
 Address: 5073 SW 25th
 City: Topeka
 State: KANSAS
 Zip: 69614
 Zip II:
 Zip III:
 Zip IV:
 E-Mail: reynsor@ctkparish.net
 Area Code: 785
 Phone: (785) 272-2220
 Phone II:
 Phone III:
 Fax: (785) 272-6255
 Fax II:
 Fax III:

Enrollment Information:

White Students: 0
 Asian Students: 0
 Black Students: 0
 Native American: 0
 Special Ed Students: 0
 Free Lunch: 0
 Reduced Lunch: 0
 EB Students: 0
 At Risk Students: 0
 Kindergarten: 0
 Not Graded: 0
 Pre-K Students: 0
 Spec. Ed 3-4 Yr: 0
 Total Male: 0
 Total Female: 0
 Total Hispanic: 0
 Total Groups: 0
 Total Enrolled: 0

- 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.

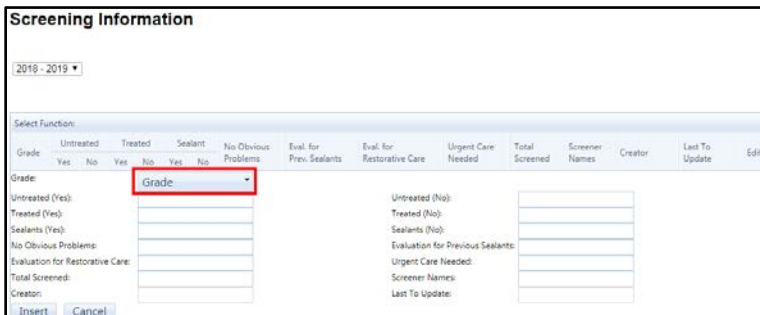


2018 - 2019

Select Function: [Add New](#)

Grade	Untreated		Treated		Sealant		No Obvious Problems	Eval. for Prev. Sealants	Eval. for Restorative Care	Urgent Care Needed	Total Screened	Screener Names	Creator	Last To Update	Edit
	Yes	No	Yes	No	Yes	No									
3	1	0	0	0	0	0	0	0	0	0	1	0	jared.moen	jared.moen	Edit

- First, make sure to select the correct grade for the student information you are entering.



2018 - 2019

Select Function:

Grade	Untreated		Treated		Sealant		No Obvious Problems	Eval. for Prev. Sealants	Eval. for Restorative Care	Urgent Care Needed	Total Screened	Screener Names	Creator	Last To Update	Edit
	Yes	No	Yes	No	Yes	No									
Grade															
Untreated (Yes):			Untreated (No):												
Treated (Yes):			Treated (No):												
Sealants (Yes):			Sealants (No):												
No Obvious Problems:			Evaluation for Previous Sealants:												
Evaluation for Restorative Care:			Urgent Care Needed:												
Total Screened:			Screener Names:												
Creator:			Last To Update:												

[Insert](#) [Cancel](#)

- 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:

Screening Information **Check your totals**

2018 - 2019

Untreated (Yes) + Untreated (No) = Total Kids Screened
Treated (Yes) + Treated (No) = Total Kids Screened
Sealants (Yes) + Sealants (No) = Total Kids Screened

Select Function:

Grade	Untreated		Treated		Sealant		No Obvious Problems	Eval. for Prev. Sealants	Eval. for Restorative Care	Urgent Care Needed	Total Screened	Screener Names	Creator	Last To Update	Edit
	Yes	No	Yes	No	Yes	No									
Grade:	Grade														
Untreated (Yes):	4										Untreated (No):	4			
Treated (Yes):	2										Treated (No):	6			
Sealants (Yes):	3										Sealants (No):	5			
No Obvious Problems:	0										Evaluation for Previous Sealants:	0			
Evaluation for Restorative Care:	0										Urgent Care Needed:	0			
Total Screened:	8										Screener Names:				
Creator:															
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>															

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

Screening Information

2018 - 2019

Select Function: Add New

Grade	Untreated		Treated		Sealant		No Obvious Problems	Eval. for Prev. Sealants	Eval. for Restorative Care	Urgent Care Needed	Total Screened	Screener Names	Creator	Last To Update	Edit
	Yes	No	Yes	No	Yes	No									
2	1	1	0	0	0	0	0	0	0	0	2	0	jared.moen	jared.moen	<input type="button" value="Edit"/>
3	1	0	0	0	0	0	0	0	0	0	1	0	jared.moen	jared.moen	<input type="button" value="Edit"/>

Changing Password / Security Questions

- 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.

- Simply enter the new information for the Password / Security Questions in the corresponding screen.

Update Your Security Question and Answer

Security answers may not be retrieved. They must be changed. Therefore answer all the questions below. You must supply your password in order to change your security questions.

Password:

Question: **Question is required**

Answer:

Change Your Password

Password:

New Password:

Confirm New Password: