Comprehensive School Health Services (CSHS) Data Reports and Statistics

Job Aid

School Health Institute for Education and Leadership Development

What data reports are required by the CSHS program?

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The two required CSHS reports are:
1. Monthly reports – submitted each month that school health services were provided (normally Sept–June); due the 15th of the following month
2. End-of-year status report – due July 15th

What other data reports are required of all schools, even those not part of the CSHS program?

2

Other data reports that are required of all schools, even those not part of the CSHS program are:
- SBIRT report
- Epinephrine administration report
- BMI report

What are some ways you can prepare for providing data for CSHS reports?

3

Some ways to prepare for providing data for CSHS reports are:
- Establish an electronic health record (EHR) system to accurately record information and generate data reports.
- Tabulate data from all schools in your district before submitting a district report.
  (Note: public school districts should not include data from non-public or charter schools unless those schools fall under the jurisdiction of the public school district)
- Review data report content at the start of each school year or whenever reports change, so EHR and data systems can be reconfigured as needed.

How do I submit a monthly report using the online data collection tool?

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In order to submit monthly reports using the online data collection tool:
- Access the tool either with a PC or a Mac
- Use this link every month of the 2020-2021 school year to submit monthly reports:
  https://mdph.checkboxonline.com/monthlyreport-2021.survey
- The form may take a few minutes to load
- Be sure to start a new response each month, as editing a prior response will overwrite what you submitted previously, and you could lose that earlier data submission
- Enter the month the services were provided, not the month you submitted the report (i.e., for September's report due October 15th, put September in the date drop down box)
- Check for error messages in red as you enter data
- Questions with a red asterisk are required

How do I edit a previously submitted monthly report?

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To edit a previously submitted monthly report, click on the previous submission that you wish to edit, overwrite the data, then click the button at the bottom of the screen to re-submit.

What are the three major sections of the end-of-year status report?

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The three major sections of the end-of-year status report are:
1. Annual data
   - Students with special health care needs
   - Utilization of health services by race/ethnic group
   - Screenings (BMI, hearing, vision, etc.)
   - Nursing assessments, interventions, medications
   - Group activities
2. Health services staffing
   - Staffing levels, education, and credentials
3. Performance measures

How do I submit an end-of-year status report?

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In order to submit an end-of-year status report:
- The status report worksheet includes detailed instructions for preparing the data correctly
- Use the online data collection tool to submit the report
- Access the online collection tool using the status report link included in the data email distributed at the beginning of the school year
- Use the "Save and Exit" feature often so you can enter data in multiple sessions so you don't have to submit before you're finished inputting all of the data

How do I find health services utilization by demographic category?

8

The EHR can provide data on services utilization by demographic category.

How do I count the number of visits from diagnosed students?

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When counting the number of visits from diagnosed students, count ALL visits (except mandated health screenings) from the student, not just those visits related to their diagnosis.

If I have follow up questions, who can I ask?

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If you have follow up questions, email dph_eshs_data@massmail.state.ma.us. This is also the email address you should use to submit updates on staffing changes or changes to an email address. Regional consultants and other nurse managers may also be able to offer assistance with data reports and statistics.