



2022-23 School Year School Health Profiles (SHP)

Updates on New SHP Application

Nov. 30, 2022 | Tasneem Islam

Agenda

- **Welcome activity**
- **Overview of the School Health Profiles (SHP)**
- **Updates to the SHP**
- **Accessing the SHP application**
- **Demo**
 - User access and log in
 - Local education agency (LEA)-view of SHP application
 - Data submission
 - Data certification
- **Questions**

Welcome!


Instructions: Scan this QR code, or go to www.menti.com
and enter code **6719 6928**





Overview of the School Health Profiles

HSA SHP



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

2022-23 SCHOOL YEAR

SCHOOL HEALTH PROFILES FORM

Healthy Schools Act of 2010

Under Section 602 of the Healthy Schools Act of 2010 (L18-0209, DC Official Code § 38-826.02), each public school and public charter school within the District of Columbia is required to:

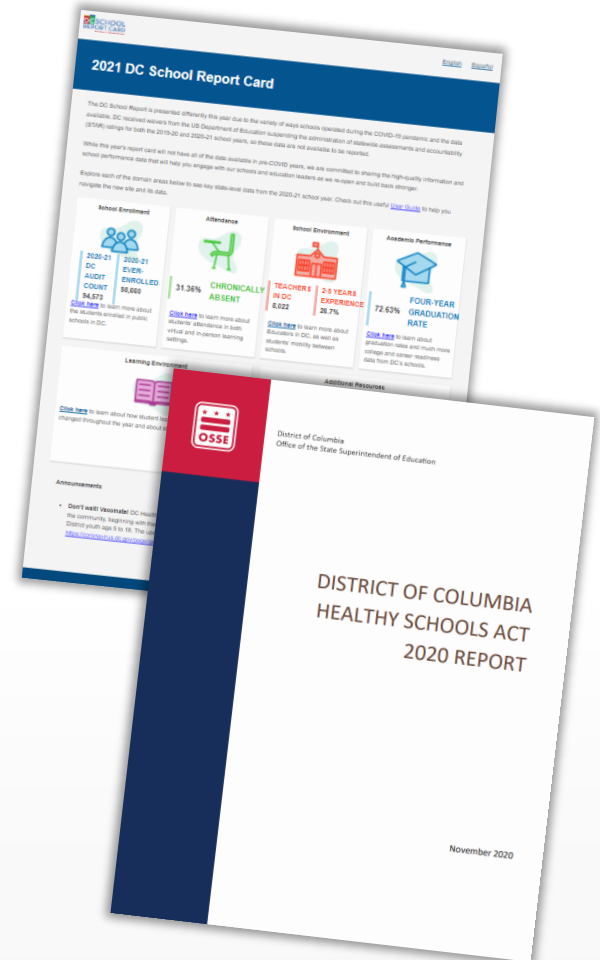
- 1.) Complete and submit** the online School Health Profile (SHP) form to the Office of the State Superintendent of Education (OSSE).
- 2.) Make the completed profile available to the public** by posting it online, if the school has a website, and making the information available to parents in the school's main office.

Any public school or public charter school that fails to complete and submit its SHP form to OSSE on or before Feb. 17 will be out of compliance with Section 602 of the Healthy Schools Act of 2010 and noted as such in OSSE's biennial report to DC Council.

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SCHOOL HEALTH PROFILE SECTIONS

1. General Information
2. Health Services
3. Health Education Instruction
4. Physical Education Instruction
5. School Nutrition and Local Wellness Policy
6. Distributing Information
7. Environment





*Updates to SY 2022-23 School
Health Profiles Submission*

What has changed from last year?

- **New data submission application** (formerly Quickbase) is a one-stop shop
 - 2022-23 school year SHP online form
 - Historical submissions
 - Legislation information
 - Self-Assessment and Action Plans
 - Data Certification portal
- **Add new users through the All-Staff Data Collection File in the IDS application** (formerly eSchoolPLUS)
- **Single sign-on** to log in to the application
- **Early access for LEAs** starting Monday, Dec. 5

What should I do with LEA-level early access?

- **Begin pre-filling data** for schools
- **Review pre-populated data** from last year's survey
- **Conduct outreach and add** all new LEA-level and school-level users to IDS
- **Encourage all school-level users to register** for school-level user webinar on Jan. 10
- **Determine which SHP questions are best answered by LEA rather than school staff.** Coordinate with school-level staff to ensure all are aware of pre-filled responses.
- **Make a plan** to ensure all data is submitted before the data certification deadline on Feb. 17 at 5 p.m. EST
- **We recommend LEAs designate at least one lead Data Manager** to ease coordination and data collection

HSA School Health Profile 2022-23 Timeline

Dec

- **Dec. 5 - Jan. 16:** LEA-level users have early access to SHP application

Jan

- **Jan. 10:** Webinar for school-level users
- **Jan. 17 - Feb. 16:** School-level user access to SHP application; data collection window

Feb

- **Feb. 3:** OSSE Support Tool (OST) Deadline
- **Feb. 16** (by 11:59 p.m. EST): SHP data submission deadline for schools
- **Feb. 17** (by 5:00 p.m. EST): Data certification deadline by LEA Head of School in SHP application

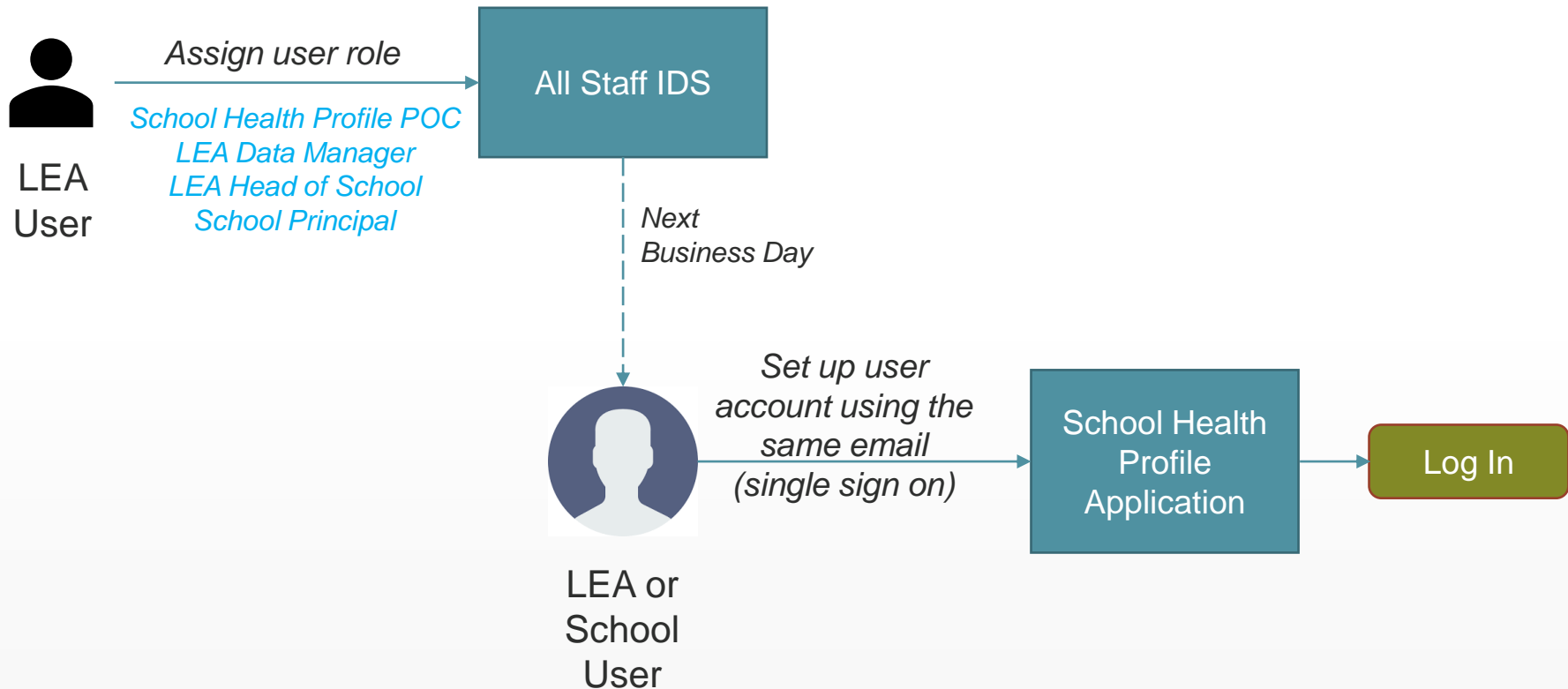
Mar

- **Mid-March:** SHP PDF development and distribution
- **Late-March:** Raw data and SHP PDFs posted on OSSE website



Accessing the SHP Application
data.osse.dc.gov/shp

Access Provisioning



How to access your Social Single Sign On (SSO)

- **Log in instructions**
 - From data.osse.dc.gov/shp
 - Users will be taken to SSO page where they can sign in
 - Enter the same email address as was sent in the **All-Staff Data Collection File in the IDS application**
 - If a user's email address is not recognized, they must contact their LEA data manager for assistance
- **How do I create my SSO credentials if I do not have an account?**
 - Click Sign Up Now
 - Enter the same email address as was sent in the **All-Staff Data Collection File in the IDS application**
 - Enter the verification code sent to your email
 - Create password

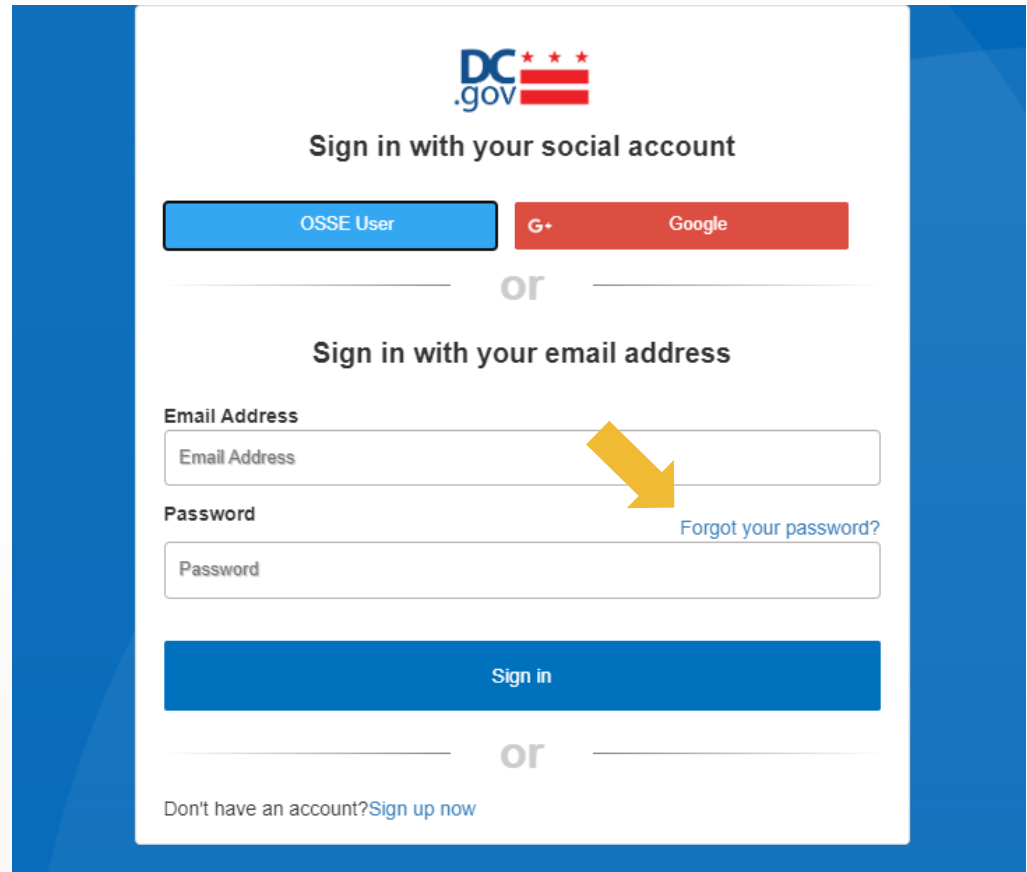
The image displays two screenshots of the DC.gov SSO interface. The top screenshot shows the login page with options for 'OSSE User' and 'Google' sign-in, followed by a section for signing in with an email address and password. A yellow arrow points to the 'Sign up now' link. The bottom screenshot shows the 'User Details' registration page, which includes a verification code input field, a 'Verify code' button, a 'Send new code' button, and fields for 'New Password', 'Confirm New Password', and 'Display Name'. A yellow arrow points to the 'Verify code' button.

SSO Access and Log In Considerations

- All Staff Collection File Dependencies (process and procedure)
 - Users should not use social accounts to create their SSO credentials and should only use their LEA associated email address (the same email as in the **All-Staff Data Collection File** in the IDS application)
 - The system will generate an error message if the user is not found.
 - The system will indicate that user does not have a profile in the SHP application, which means they are not in the **All-Staff Collection File**, so they should:
 - If a user receives this error message, they should contact their **LEA Data Manager**.
 - The **LEA Data Manager** must add the new user's name and email to the **All-Staff Collection File**.
 - Once the details are successfully uploaded into IDS, the **LEA Data Manager** should instruct the new user to go back to SSO the next business day and select [Sign up now](#), as explained in the previous slide, which will then generate their active account.
 - *If the LEA Data Manager continues to have issues with logging in, they must submit an OSSE Support Tool (OST) ticket.*

How do I reset my Password?

- Password reset is self-managed
- Use the [Forgot your password?](#) link



The screenshot shows the DC.gov login interface. At the top is the DC.gov logo. Below it, the text 'Sign in with your social account' is followed by two buttons: 'OSSE User' (blue) and 'Google' (red). A horizontal line with the word 'or' in the center separates this from the next section. The next section is titled 'Sign in with your email address'. It contains two input fields: 'Email Address' and 'Password'. A yellow arrow points from the 'Forgot your password?' link to the 'Email Address' field. Below the input fields is a large blue 'Sign in' button. Another horizontal line with the word 'or' is below the button. At the bottom, the text 'Don't have an account? Sign up now' is displayed.

DC.gov

Sign in with your social account

OSSE User Google

or

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

or

Don't have an account? [Sign up now](#)



Demo

- Help your schools during the LEA early access period
 - Pre-fill data
 - Review and update pre-populated data
 - Add new users to All-Staff Data Collection
- Leave blank any questions that need to be updated or that you do not have the answer for rather than leaving the response from last year
- The SHP must be re-submitted for certification by the LEA if the LEA makes any changes
- School-level users will receive three notifications during the SHP data collection period
 - When the profile is submitted for certification
 - When the LEA Head of Schools certifies the data on Feb. 17
 - When the PDF is ready for download in the SHP application
- Key Deadlines
 - **Feb. 3:** OSSE Support Tool (OST) Deadline
 - **Feb. 16** (by 11:59 p.m. EST): SHP data submission deadline for schools
 - **Feb. 17** (by 5:00 p.m. EST): Data certification deadline by LEA Head of School in SHP application

Final Takeaways

*Please note: This information and more can be found in an **FAQs** document available on the OSSE website, and in the SHP application*





Questions?

Email OSSE.SchoolHealth@dc.gov

Nov. 30, 2022 | Tasneem Islam