

SCHOOL HEALTH PROFILES (SHP) WEBINAR FOR LEAS (TRANSCRIPT)

Nov. 30, 2022 | 11 a.m.—12 p.m.

During the 2022-23 school year, SHP data collection is transitioning away from the Quickbase data system, and OSSE will instead launch a new application, which is accessible to both LEA-level and school-level users for SHP data collection and certification.

On Wednesday, Nov. 30, OSSE hosted a webinar for LEAs to explain the log in process; how to request access for new users; how to navigate through the application; and how to submit and certify the data. To view the webinar recording, please click [here](#).

The transcript has been edited for clarity and some side conversation has been removed.

0:07

Welcome, everyone. We'll give folks another minute or so to join. Thank you all for being here. We'll get started in just a minute.

1:15

OK, we will get started. Welcome, everyone. Thank you so much for being here. I'd like to start off quickly by thanking my health and wellness team here—Marie, Caitlin, and Holly—for supporting the webinar on the back end and helping to make sure things run smoothly today. We are recording this webinar, so we will share this link at the end of the call, and it will also be available on the OSSE website, as well as in our new School Health Profile application. The purpose of today's webinar is to improve the overall data collection process for all of us.

2:02

We successfully achieved 100 percent participation last year, and we believe that taking this step with this new application will help us to continue building on that success. Our developers here at OSSE and business analysts in the Office of the Chief Information Officer (CIO) have been working tirelessly to help develop this application that not only enhances the user experience for you all, but also helps to ensure that we're collecting better quality data every year.

2:30

Next slide, please, Marie.

2:35

I'll walk us through a few different things today. We'll start with a quick overview of what the School Health Profiles are. We'll go into what the updates are for this new application. I'll talk about how to access the new application, and then we'll do a live demonstration where we'll cover several different things including user access and login and what the LEA view is of the application. Again, this is the webinar for LEAs, so the school view is different from what the LEA view is. We'll also cover how to submit data and we'll also touch upon data certification as well. Throughout the webinar, please keep dropping questions in the question box, and then we will get to all of it at the very end of the presentation. Please note that your microphones are muted, so you will need to submit or type questions into the question box if you want them to get answered.

3:35

OK, with that, let's dive into our welcome activity. Next slide please, Marie. Everyone, if you have your phone, you can scan this QR code, or you can open a new browser, go to [menti.com](https://www.menti.com) and enter this code 67196928.

3:56

And there you will find a quick poll with two questions: One that will ask you to submit the name of your LEA, so we can know who's in the room today, and another that asks how many years of experience you have with the School Health Profiles.

4:14

So, I'll give you 30 seconds or so to get to the Menti website.

4:40

Seeing a lot of responses pouring in, Marie, maybe you can share the results screen, so we can check that out.

5:20

This is also a check that if you are a school level user or a staff person, this is not the webinar for you. This webinar today is just for folks at the LEA level.

5:33

We are having a separate webinar for school level users on Jan. 10, so if you are school person, please feel free to leave and re-register for the school level webinar that'll be happening on Jan. 10.

5:53

OK, maybe we can go to the next question, Marie.

7:56

I was curious to see if anyone had — wow, we have one person who's completed it five times. That's awesome, and maybe, I'm sorry, that's a lot of times to complete the School Health Profiles.

8:11

Cool. OK. I think that's enough responses. Good to know who's in the room. Marie, we can navigate back to the presentation now.

8:20

Thank you all for participating.

8:26

So, now we'll cover quickly just an overview of the School Health Profiles. Next slide, please.

8:35

So, the School Health Profiles is an annual data collection survey. It's required for all standard K through 12 schools by the Healthy Schools Act of 2010. I'll refer to this as the HSA moving forward.

8:55

By requiring it for standard K through 12 schools, this means that schools that predominantly serve adult or pre-K students are not required to submit.

9:06

The data that we collect covers a variety of different topics including nursing and health staff data, minutes of PE and health education instruction, local wellness policies, school gardens, and so much more. And because of that, the School Health Profiles is really more than just a dataset. We here at OSSE utilize it for

a lot of different things including OSSE's biennial Healthy Schools Act Report that we submit to DC Council every two years.

9:38

We completed the report for 2022, so that'll be coming out next year. The data also can inform the self-assessment and action planning (that we rolled out this past School Health Profiles year) for schools that were out of compliance with health and physical education minutes. Again, to just better support schools, know what's happening, and hopefully help improve outcomes and performance.

10:10

If you'd like to get familiar with this year's survey, we have a blank copy of the PDF of the survey, which Caitlin can drop in the chat now that you can also access through the OSSE website.

10:23

Next slide, please.

10:31

So, what's changed from last year? Most notably, we have a new data submission application, which was formerly Quickbase. This new application is going to serve as a one-stop-shop. This will be the place where you can complete and submit the School Health Profile form for this school year. You can view historical submissions of your school's profiles. You can view legislation information. You can view—if it becomes required for you—the self-assessment and action planning tools. And this is also the same portal where the LEA Head of School will come on the date of the data certification deadline to certify the data.

11:15

Another new thing for the School Health Profiles this year is that all new users will be added through the All Staff Data Collection File in the IDS application. Last year we had done this through eSchoolPLUS. We're no longer doing that. I think most of you should be familiar with the IDS process.

11:40

We also—those of you who attended the November LEA Data Managers meeting may recall—will be using and enabling Single Sign On for the School Health Profiles, which will simplify many things moving forward. I'll share more on that later.

11:56

Finally, we are enabling early access for LEAs starting this upcoming Monday. So, in just a few days, you will have access to the School Health Profiles where you can begin doing many things that I'll cover in the next slide, please.

12:14

Early access, starting next Monday, you can start editing and reviewing data in the School Health Profiles.

12:22

What we recommend you do with this additional month and a half until the application opens for school level users on Jan. 17 is to begin pre-filling data. You can begin reviewing some pre-populated data that we included based on last year's survey. We did this again with the understanding that pre-populating some data could help you and ease the overall experience, so please review that data in this time.

12:56

You can conduct outreach and add any new users—both at the LEA level and school level users—through the IDS process. This is also a good time to encourage school level users to register for the school level webinar that will be happening on June 10.

13:14

This is also a good time to determine which School Health Profiles questions are best answered by the LEA rather than the school staff, and to just begin that conversation with schools to start coordinating all this data that you'll be collecting.

13:32

As such, it'd be good to make a plan to ensure that all data is submitted before the data certification deadline on Feb. 17. The deadline for submitting all the data and the profiles is the day before at midnight.

13:45

So, Feb. 16 by midnight, all schools should have submitted their profiles into the system, so that it's easier on Feb. 17 for the LEA Head of School to go in and certify. And this is just a recommendation, if it helps: It might be helpful for the LEAs to designate at least one data manager to help ease coordination and data collection through the whole process.

14:09

Next slide, please.

14:15

The timeline for this upcoming school year has been sent out in the LEA Look Forward, but feel free to also take a screenshot of what to expect.

14:29

From Dec. 5 until Jan. 16, this is the period of early access that only you as the LEA level users have to the application. On Jan. 10, we have the webinar for school level users. Caitlin can drop in the chat this link, so that you can start sharing it out with schools.

14:49

Jan. 17 to Feb. 16, is the official data collection window. This is when school level users will have access to the application, and this is when they should submit all the profiles.

15:05

Feb. 3 is the OSSE Support Tool (OST) deadline. This is if you're having any technical issues, any big challenges that you're facing with the application itself. You must submit an OST ticket, so please do that by Feb. 3.

15:20

I mentioned this already, I'm going to keep mentioning it. Feb. 16 by midnight, all the profiles should be submitted, so that on Feb. 17 the LEA Head of School can certify. In March, we will be developing the PDFs for each of the school profiles and sending those out. We will also be posting the raw data and the PDFs on the OSSE website at that time.

15:42

Next slide, please.

15:46

Now, we'll go on to how to access the application. This is the URL for the application: data.osse.dc.gov/shp. You can bookmark this, save this. Please note that it will not be live or ready for you to access until Dec. 5. Caitlin can drop this link in the chat as well. Next slide, please.

16:13

So, as LEA data managers, I'm sure you are familiar with the All-Staff Data Collection File in IDS. All new users should be added through that system and you should assign the appropriate user roles to them. The

options include: School Health Profile POC, LEA Data Manager, LEA Head of School, School Principal. The "School Health Profile POC" one can be assigned to either the LEA level or the school level, so you have both of those options.

16:44

Once they're in the system, the system takes one business day to refresh for everybody. So, after they've been successfully added, please notify the user to wait one business day. And then, on the next day, they should be able to login to the application directly and setup a user account using the same e-mail address that was submitted in the IDS system using the Single Sign On process. They immediately will gain access to the application after that.

17:15

Next slide, please.

17:19

I'll briefly walk you through some of the minute details of this process.

17:23

Basically, you will login to data.osse.dc.gov/shp and this box at the top will pop up and the yellow arrow shows exactly where you'll click "Sign up now."

17:37

This "Sign up now" will take you to the second box that says user details. Here, you will enter the e-mail address that was submitted in IDS. At that e-mail account, you will receive a verification code, which you will submit here and click verify code.

17:56

After you've successfully verified, you'll be able to create a new password and add your name and then you will have your account. And that is the Single Sign On process. It's very straightforward and easy, hopefully. Next slide, please.

18:14

These are just some additional detailed considerations. I won't spend too much time on it, but basically do not use one of the social accounts to create the Single Sign On credentials. You should only use the e-mail address associated with IDS.

18:33

The system will generate an error message if the user is not found. And it will also indicate if the user does not have access to the School Health Profile application, which means, again, that they will need to be added as a "School Health Profile POC."

18:49

If a user receives this message, they should first contact you and you will be responsible for adding them to the All-Staff Data Collection File.

18:57

Once the details have been successfully uploaded, the data manager should let the user know to wait one business day. It's not going to happen immediately. Wait one business day, and then click "Sign up now" to create that user credential in the application. If you continue to have any issues, that's when you should submit an OST ticket with OSSE. Again, deadline for that is by Feb. 3.

19:22

Next slide, please.

19:26

Resetting your password is now going to be self-managed. So, if for whatever reason a user forgets their password, they can just click this button that is on that sign-in page and follow the process to create a new one. Next slide, please.

19:44

OK, now, we will dive into the demo. I will share my screen now.

20:03

So, again, this is at data.osse.dc.gov/shp. I'm going to walk us through the LEA view of the application. I already showed you how to create a new account, and since I already have mine, I'm just going to login.

20:24

Enter my email address and password.

20:31

Hit "Sign in."

20:39

This is a consent form that you can read. Hit agree, and this is the landing page.

20:46

I'm just going to zoom out briefly just so you can see the whole page.

20:51

Here, you will see that there are five modules here. One, called the "School Health Profile for Current School Year." This is where you can access the school profiles.

21:04

This one right here is "Historical Submissions." This is where you can access past year's profiles. On the right here, this is "View Legislation Details." If you're curious about anything related to the Healthy Schools Act or what the requirements are for health or PE minutes, you can access that here.

21:22

These two down here that say "coming soon" and are grayed out will be enabled later. This left one is for the self-assessment and action plan (if your school needs to submit that), and this one on the right will be for accessing reports that summarize trend data for all of DC schools; for example, like accessing the Healthy Schools Act reports.

21:46

Other features in this homepage ... you'll see some rotating messages in this widget. If I click next here, these are just a summary of key dates. I'm going to zoom back in so you can see better. This widget will have some information that might be helpful to look at.

22:12

At the top left here, if you click these three dashes, you'll get to a menu. We were just on the "Home" screen, and you can go to a tab called "LEA Schools" or a tab called "FAQ."

22:25

Now, this "FAQs" tab will hopefully answer 90 percent of the questions you might have. I'm quickly going to show you what it looks like and how it's broken down. It's broken down by general information—so context questions, who might best answer certain questions in the School Health Profiles, and more.

22:49

Then, we have a tab for the school level users. These are questions that are going to be helpful for anybody like the school principal who is wondering, "how do I get access, what are the login instructions?" This is where all that information lives.

23:05

Then finally, for you all (the LEA level users here), here are some questions that might be relevant for you to view and get familiar with.

23:13

This should be your first stop before reaching out to us at OSSE because we believe this guide will help answer most of your questions.

23:27

The "FAQs" tab is also available right up here, so you have two places where you can access it.

23:35

I'll navigate now to the "LEA Schools" tab.

24:04

OK, so there are three tabs here on this "LEA Schools" page. One is called "Survey Completion Status;" one is "Questionnaire;" and one is "Certification." Under the "Survey Completion Status," this is where you can see a total summary of all your schools and where they are at any given point.

24:26

This donut chart is showing you exactly how many schools have not started yet, how many schools are in progress, how many have already completed their profiles and submitted for certification. And this last one of "Certified" is pretty much only relevant on Feb. 17, which is the date of the certification.

24:44

Below this, you will see some general school information, so you'll see a column for school name, the grade bands that it serves, and then the survey status.

24:55

To the right of this, you can see each of the seven sections of the School Health Profiles. So, there's the school profile, health services, health education, physical education, school nutrition, distributing information and environment.

25:13

You can filter for any of these things. So, if you want to see only the schools that are serving, let's say, K-5, there's this little icon here for "Grade Band." You can type in "K-5" and hit "Filter," and it'll now only show you those schools. To remove it, you just need to clear it, and it'll return.

25:38

We hope that this summary page gives you a very high level and quick view at what is going on, and the individual progress on each section. You'll see some sections for the schools are at zero versus at 100.

25:54

Now, the reason why some of these are not at zero across the board is, again, because we've pre-populated some data. That's why some of the percentages are higher. Again, we hope that this just gives you that little extra boost and support that you need to complete the School Health Profiles and all the survey questions.

26:17

Now that we've seen the "Survey Completion Status" page, I'll take us to the "Questionnaire" page.

26:33

Here is where you can see a question-by-question breakdown and grid view of the entire School Health Profiles for all your schools. I'll navigate to section 3.

26:49

Here, you can see for each of your schools what data has been submitted, and you can filter based on grades served. So, if most of your K-5 schools have the same answer for a particular question, this is where you can view that and quickly just scroll over and make sure that all those responses are the same.

27:13

If they need to be changed, you can click on the school name here, and this will take you to that school's profile where you can make that change in that profile.

27:24

I'll click on one of these in just a second, but I just wanted to show you this view, so you can see that you can really scroll through and see it all.

27:40

I'm going to navigate back to the survey completion status because this is your homepage.

27:46

And I will walk us through an example of completing the form with the example "School 1."

27:59

At the top here, you'll see the same progress bars that we saw in the last page. So, again, you can quickly scan through and see where and what else needs to be completed.

28:12

I'm currently on "Section 1" of the School Health Profile, and you'll notice that for Section 1 we—through our OSSE authoritative databases—have completed this and all of this information is grayed out because what is here should be what you have on file.

28:32

This section is actually a really easy one that I would recommend all of you to go in on Dec. 5 and just hit this checkbox to complete. This was already at 88 percent. By clicking this checkbox and hitting save that you approve of this information, you will bring this page to 100 percent, which will just further help your schools in completing the survey.

29:01

For this example profile, it looks like I just have Section 4 left to complete. So, I'm going to walk us through what it looks like to save and access all this information.

29:13

You can save information at any point in the survey by clicking this blue button at the very bottom.

29:21

And I would recommend that as you go through the data, if there's anything that you're unsure of, or you think that the school or you need to go search for the answer and update later, go ahead and just remove that data. Just leave it blank because that'll make it clear that that question still needs to be answered. And it's better to leave it blank than to have incorrect data and accidentally submit that to us.

29:50

The application will also not let you submit any data with any errors.

29:55

So for example, for the average number of minutes per week that students receive physical education, let's say I accidentally "fat-finger" it, and I put 500. The application will automatically show you an error to "please enter a value less than or equal to 450 minutes." Whatever the instruction is that is specific to that question that is what will show up in this error box. You can then go back, and you can change the answer to whatever it was supposed to be.

30:29

To bring this section to 100 percent, you need to keep in mind three things.

30:36

One, there must be no errors. Two, all the required questions—those that are marked with this little red asterisk—must be completed.

30:45

And when these two conditions are met, this "Select to complete the section" box will no longer be grayed out. So, I'm just going to show you again, when I don't have a response here, it'll say this field is required and this box will be grayed out. I cannot complete this section and I cannot achieve 100 percent. Once I enter a value, then that error message goes away, and this is now available for me to select. I hit Save.

31:23

I had previously completed the other six sections, so now I'm getting this notification: "Thanks for completing all sections of the survey! Once you are ready to submit, click the 'Submit for Certification' button at the top."

31:35

So, I'll hit OK. And I'll come back up here, and I'll see that all seven sections are now at 100 percent.

31:45

I also wanted to quickly draw attention to this box here of legislative instructions. At the top of every section, if there's anything relevant to that section in the legislation, we've included that here to make it easier for you to see exactly what is important to know.

32:01

You can minimize this if it's getting in the way, and expand it as needed.

32:07

Once you've reviewed all the data and successfully completed all seven sections, this button at the top "Submit for Certification" is no longer grayed out and is ready for you to click. Now, school level users who click this will no longer have access to the application to make any changes after they submit it.

32:27

The only people who can are those at the LEA level, meaning you all. And you, at the LEA level, can also submit for certification on behalf of a school.

32:39

But after this is submitted for certification, if you, as the LEA, make any changes after this point, the profile will return to being "In progress," and you must check the box at the bottom of that section and submit for certification one more time.

32:57

This is a likely scenario perhaps in the days leading up to or on the day of the certification.

33:04

As the LEA Head of School is reviewing the data, if they need to make any changes, they can do so, but they must submit for certification again. And the school will be notified any time the profile is submitted for certification. So, please keep in mind that they may reach out to you with any questions when that happens.

33:28

There is one last feature I'd like to point out on this school's profile. We've been in the "Questionnaire" tab. We also have access to this "Points of Contact" tab. This has helpful information for you to know everybody who has access to this school's profile.

33:47

This way, you can reach out directly to anybody that's involved with this school's profile; with the principal, with the head of school, all this contact information is here for you.

34:00

I'm going to now navigate back to the "LEA Schools" tab.

34:13

And for the purposes of this demo, I'm going to show you how the LEA Head of School will certify the data on the date of the certification deadline, which again is Feb. 17. So, I have the user credentials of an LEA Head of School. What I will do is when I log into the application again, I'll come to this "LEA Schools" page, and this "Certification" tab will be available.

34:40

I forgot to submit this last school's survey for certification. Again, I'm at 100 percent for everything. I will hit "Submit for certification." And I'll get this reminder: "Are you sure you want to submit the survey for certification? Users with 'School Principal' role or 'School Health Profile POC - School Level' role will no longer be able to edit the survey."

35:06

I'm ready to submit, so I'll hit that button. I'll get this green "Survey submitted for certification."

35:16

Now, again, I'm the LEA Head of School. When I go to this tab called "Certification," I will be able to see now that there's one school that has submitted for certification.

35:31

If you need, you can click on the school name and it will take you to that school's profile and you can again review all of the data and make sure that it's all correct.

36:53

Since it's already been submitted for certification, there's this big, glaring green "Certify" button.

37:08

That is what you will click when you're ready to certify.

37:13

Your name will show up here and by selecting this checkbox the LEA certifies that "The data submitted is accurate to the best knowledge of the LEA." I'll hit "certify."

37:23

And that will now change this school's status to "Certified."

37:29

When I go back to the survey completion status, I can now continue to see who has not started, who is in progress, and who I've certified for.

37:43

This is every step of the process for the School Health Profiles. I believe I've showed you all the features, and this concludes our demo for today. Marie, I'll pass it back to you to share your screen again.

38:12

I know we covered a lot in the demo, but please remember that this webinar is being recorded, and you will be able to access that as a resource moving forward. We also have the FAQs document and an instructions guide that are both currently available on the OSSE website.

38:31

Caitlin will also drop both of these in the chat, so you can bookmark those as well.

38:38

Again, do as much as you can now during this early access period. Start coordinating with teams who have certain bits of data for the School Health Profile, so you can maximize the use of this time. Prefill data as much as you can, review and update any pre-populated data, and add any new users to the All-Staff Data Collection File.

39:02

Leave blank any questions that need to be updated, or that you do not have the answer to, rather than leaving the response from last year.

39:10

And please remember, the School Health Profile must be resubmitted for certification if the LEA makes any changes. Just for your awareness, since you will not be receiving these notifications, school level users will receive three notifications during the data collection period.

39:28

They'll receive the first when the profile is submitted for certification. They'll receive another when the LEA Head of School certifies the data on Feb. 17; and, lastly, when the PDF is ready for download in the School Health Profile application. Some final key deadlines to just keep in mind, again, Feb. 3 is the OST deadline for any major glitches or technical errors that you're facing.

39:54

On Feb. 16 by midnight, 11:59 p.m., the schools should have submitted their profiles for certification. On Feb. 17 from 9 a.m. to 5 p.m. (the regular data certification window), that is the deadline for the LEA Head of School to go into the application and certify using that big green button. Next slide, please.

40:28

We'll now go through some questions. I'm going to pop out the chat box, and just see what folks have been asking. Give me a moment.

40:56

So, there's a question about getting access. How does one get access as a data manager, if you're not the data manager for the LEA?

41:13

I believe this credential needs to be assigned in IDS. I'll check in with my team to make sure I'm answering this question correctly. I may not be fully understanding it.

41:30

Another question.

41:30

How does a user know who at their LEA is assigned a role for the School Health Profiles? For example, how will a lead manager know if the head has access? This information, again, is available in the "Points of Contact" tab, so you should be able to see exactly who has access to it.

41:55

A question on the grid view for viewing all the schools. Is there a way to enter responses in the grid view that will have the same answer, or do you have to do them all individually? That's a good question.

42:08

You will have to go individually into each school's profile and make that change. Unfortunately, being able to edit all of it in that grid view, it was not possible for us to build because it's a pretty technical setup with all of the sub-questions that are associated with main questions. So, you will have to go into each school's individual profile and answer it there.

42:34

To confirm, no, schools that primarily serve adults or pre-K students, they do not need to complete. They are not required to complete the School Health Profiles.

42:48

Another question. Can the Head of School certify the data prior to Feb. 17?

42:55

No, they cannot. The process for data validation and data certification is something that is formalized through OSSE's practices, and there actually is a document kind of outlining this process that I believe Caitlin can drop into the chat to share more about that.

43:22

What category should the data manager use in IDS to grant the LEA level access to someone other than the data manager?

43:30

So, in that case, you'll want to assign them, as a "School Health Profile POC - LEA level." I believe there's "School Health Profile POC - LEA level" and "School Health Profile POC - school level." So, it sounds like, based on this question, they should be assigned as LEA level.

43:53

Yes, this webinar will be recorded, and you can view this later.

44:00

The presentation slide deck, we can make this available for you, but I also will note that the FAQs document and the instructions guide that we have on the OSSE website already are great resources as well.

44:25

OK, I think that is most of the questions.

44:44

OK, let's see, I think there's just one more.

44:59

I'm not sure about this last question, Nora; we'll reach out to you directly to talk more about the specific question you're asking about because I'm not sure about it.

45:14

Credential issues, credentials randomly stop working. Are these credentials for IDS, or for the School Health Profiles? Kimberly, we can also reach out to you directly to help you with that.

45:41

OK, I'm sure that you all will have many more questions in the coming days before you get access on Dec. 5, so please continue checking out the FAQs document and checking out the OSSE website. We've updated it all with all the information you need. But, again, if you have any more specific questions, feel free to reach out to me at OSSE.SchoolHealth@dc.gov. Thank you so much for joining today. We'll send you an email with all these resources and more. I really look forward to another successful School Health Profile data collection season with you all. Thank you, and happy holidays.

END OF TRANSCRIPT