



2022-23 School Year School Health Profiles (SHP)

Updates on New SHP Application

Jan. 10, 2023 | 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
 - School-level view of SHP application
 - Data submission
- **Questions**

Welcome!

Instructions: Scan this QR code, or go to www.menti.com
and enter code **2449 9012**





Overview of the School Health Profiles

HSA SHP

DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

OSSE

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:

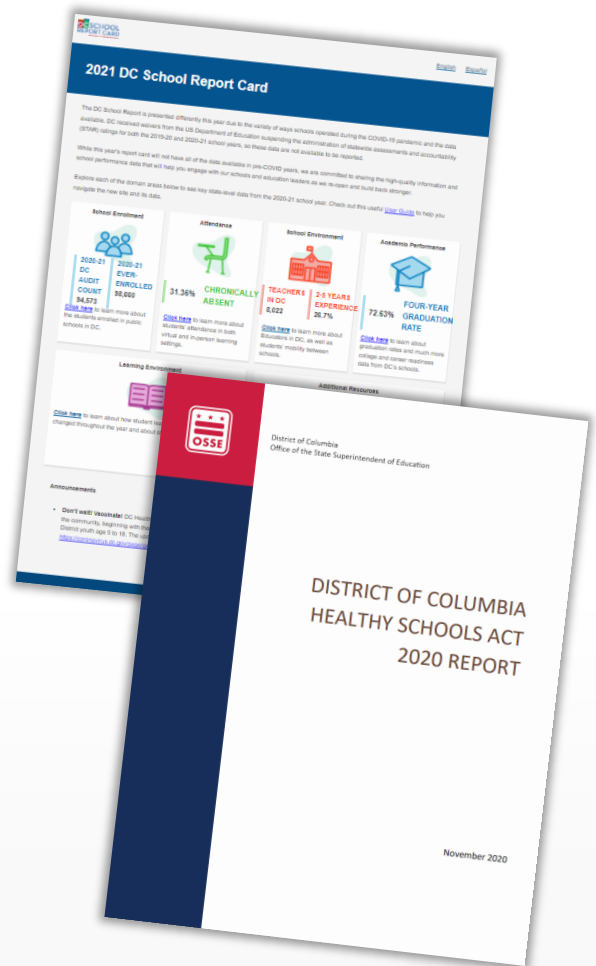
- 1.) **Complete and submit** the online School Health Profile (SHP) form to the Office of the State Superintendent of Education (OSSE).
- 2.) **Make the completed profile available to the public** by posting it online, if the school has a website, and making the information available to parents in the 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
- **Single sign-on** to log in to the application
- **LEA-level users have had early access to the SHP application** since Dec. 5
 - You may have already or will receive communications from your LEA as they pre-populate data on your school's behalf

What should I do to prepare?

- **Determine if any new staff need access to the SHP application and ask your LEA data manager(s)** to submit them to OSSE as “School Health Profile POCs”
 - If you’re unsure of who your LEA data managers are, contact your school’s leadership
 - Your LEA data managers have access to the full list of School Health Profile POCs
- **Make a plan** to ensure all data is submitted before the data submission deadline on Feb. 16 at 11:59 p.m. EST

What should I do when I get access Jan. 17?

- **Contact your LEA data manager(s) with any questions about pre-populated data**
 - Determine which SHP questions are best answered by the LEA rather than school staff.

HSA School Health Profile 2022-23 Timeline

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 p.m. EST):** Data certification deadline by LEA

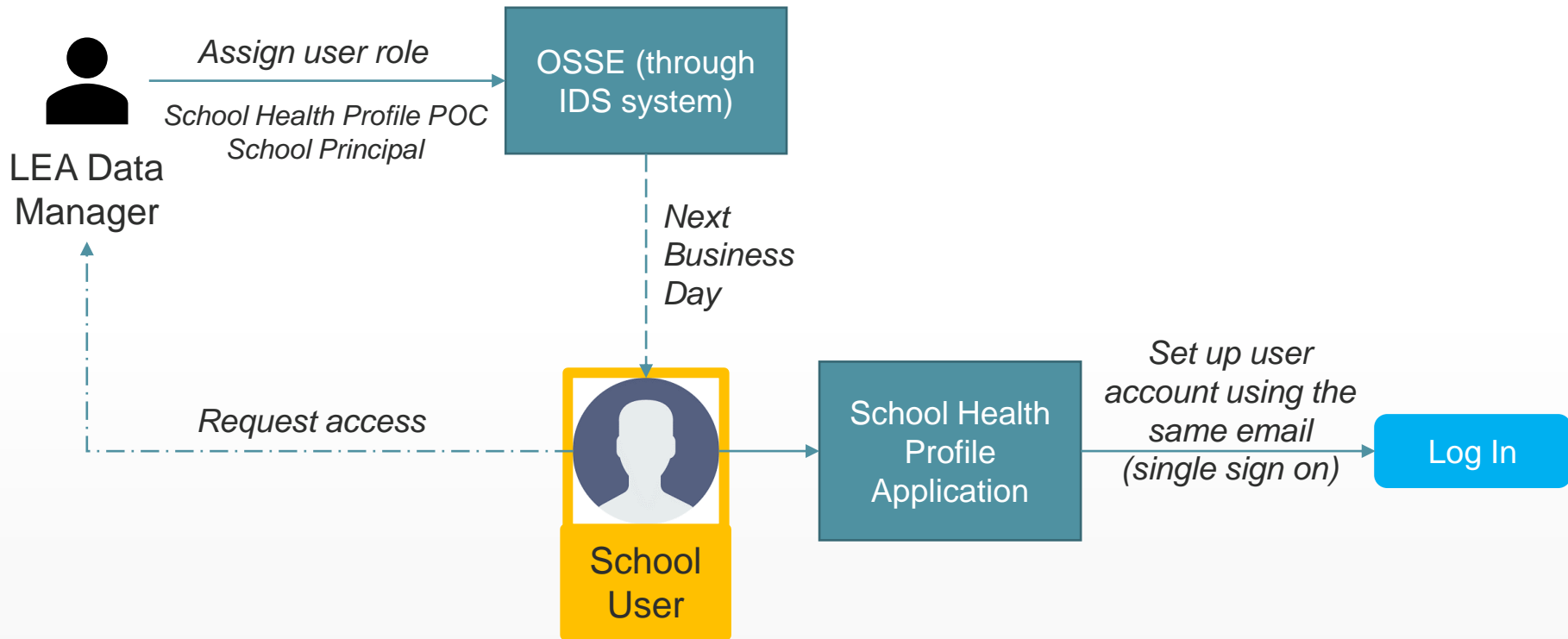
Mar

- **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 the 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

DC.gov

Sign in with your social account

OSSE User Google

or

Sign in with your email address

Email Address

Email Address

Password

Forgot your password?

Password

Sign in

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

DC.gov

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

tasneem.islam@dc.gov

Verification Code

Verify code Send new code

New Password

Confirm New Password

Display Name

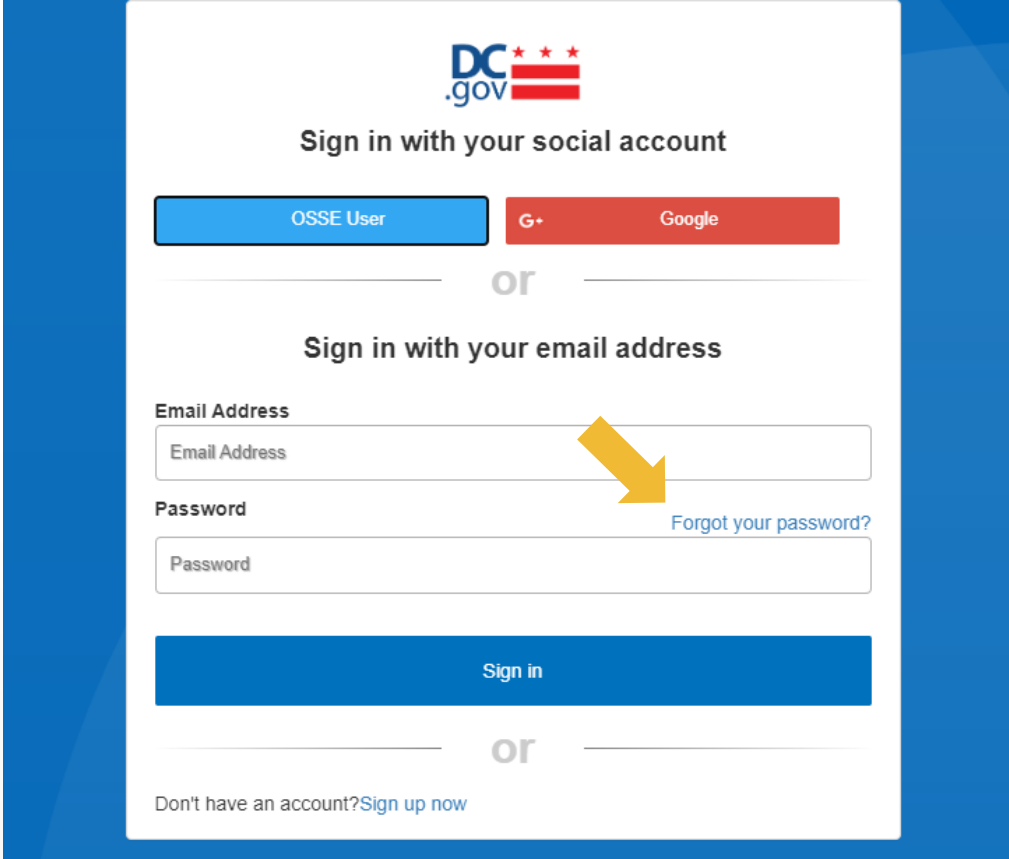
Create

SSO Access and Log In Considerations

- 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 school user continues to have issues with logging in, they must ask their LEA data manager to 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 sign-in interface. At the top is the DC.gov logo. Below it, the text 'Sign in with your social account' is displayed. There are two buttons: 'OSSE User' (blue) and 'Google' (red). Below these is the word 'or'. Underneath is the text 'Sign in with your email address'. There are 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 blue 'Sign in' button. At the bottom, there is a link 'Don't have an account? Sign up now'.



Demo

- Determine any new staff that will need access and contact your LEA data manager(s) now
 - Confirm they have added you as a “School Health Profile POC”
 - Wait one business day
 - Go to SHP application on or after Jan. 17 and create new account via “Sign up now”
- Leave blank any questions that need to be updated or that you do not have the answer for rather than leaving an incorrect response
- Once the SHP is “submitted for certification” you will no longer be able to make any changes
 - If any changes need to be made, only users at the LEA-level (e.g., LEA Data Managers, LEA Head of School) can do so
- 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 School 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 p.m. EST): Data certification deadline by LEA

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

Jan. 10, 2023 | Tasneem Islam