

## Healthy Schools Act School Health Profile Frequently Asked Questions

1. **What is the Healthy Schools Act School Health Profile?** The School Health Profile (SHP) is an online questionnaire that must be completed by each District of Columbia public school and public charter school according to Section 602 of the *Healthy Schools Act of 2010* (Healthy Schools Act or HSA). Each school is required to make the completed SHP available online if the school has a website and available to parents or guardians in the main office. The Office of the State Superintendent of Education (OSSE) will post completed profiles on our website within 30 days of submission.
  
2. **How is the information in the School Health Profiles used?** Information collected in the SHP is used to inform OSSE, the Mayor, City Council, and the Healthy Youth and Schools Commission on the extent to which the Districts schools are achieving the goals of the Healthy Schools Act. A report is required by Section 405 of the Healthy Schools Act and is submitted by OSSE to the Mayor and City Council. Reports on the Healthy Schools Act may be found at: <http://osse.dc.gov/service/healthy-schools-act>
  
3. **When is the School Health Profile (SHP) due?** The SHP should be submitted electronically no later than 5:00 pm on Saturday, February 15, 2014.
  
4. **Who should complete the SHP?** Currently only the Principal has access to the SHP however, the SHP asks for information pertinent to the entire school. OSSE recommends that the Principal serve as the lead and distribute the printable SHP form to school staff who are most knowledgeable about each section (see chart below for suggestions). The Principal will then collect the information and enter the responses into the SHP online form. If the Principal wishes to designate another staff member as the lead, he/she must send an email to [OSSE.HSAhealthform@dc.gov](mailto:OSSE.HSAhealthform@dc.gov) and include the name, title, school name and campus, and email for the designee. Login information will then be sent directly to the designee.

Section	Recommended to be completed by
1: School Profile	Principal, Administrative Assistant
2: Health Services	Nurse, Mental Health Counselor
3: Health Education Instruction	Health Education Teacher, Lead Health Educator
4: Physical Education Instruction	Physical Education Teacher
5: Nutrition Programs	Cafeteria Manager, Head of Food Services
6: Local Wellness Policy	Principal, Chair of School Wellness Council
7: Distributing Information	Principal
8: School Gardens	School Garden Coordinator
9: Environmental Literacy	Environmental Science, Biology, or Science Teacher
10: Posting and Form Availability to Parents	Principal, Administrator, Administrative Assistant

5. **How do I complete the SHP online form?**
  - a. Log in to Quickbase (<http://octo.quickbase.com>):
    - DC.gov Users: sign in with your network email and password.

- If you do not have a dc.gov email but have used Quickbase before, use your previous login and password.
- If you have not used Quickbase before but have been granted access click the link “create a log-in” and follow the registration instructions.

b. Click on the application “**OSSE School Health 2014**”.

c. Click “survey” to be taken to a list of schools.

Once you start a page in the online format, you must complete the entire page to be able to save; partially complete pages will not be saved. “Edit” allows you to enter your responses. “View” allows you to see the form as it will be submitted.

d. Complete the questions on page one. At the end of the page, click the “completed” box and then “save” to save the form.

e. After clicking “save,” you will be taken back to the beginning of the first page and will be in “view” format. Scroll down to the bottom and click “go to page 2” to move on. Once you are on page 2, click “edit” to edit page 2.

f. Repeat these steps for pages 2 and 3. Note that many questions are required and you cannot save the form until all required questions on any one page are completed. Be sure to check the “completed” box at the end of each page. Your profile cannot be submitted unless all three “completed” boxes are checked.

6. **Can I see all of the SHP questions in one document?** Yes, a printable version of the SHP is available here. We suggest that you share this with members of staff that are helping complete the profile.

7. **Important Definitions:**

**School-based health center:** School-based health centers bring the services of a doctor’s office to schools so students can prevent health-related absences. The centers are open during school hours and staffed with health professionals.

**OSSE Health Education Standards:** Health Education Standards specify what each student should know and be able to do to improve and maintain their health by the end of each grade level. They can be found at: <http://osse.dc.gov/publication/health-education-standards>

**OSSE Physical Education Standards:** Physical Education Standards specify what each student should know and be able to do in regards to physical activity and physical education by the end of each grade level. They can be found at: <http://osse.dc.gov/publication/physical-education-standards>

**Locally-grown:** Food grown in Delaware, Maryland, New Jersey, North Carolina, Pennsylvania, Virginia, Washington, DC, and West Virginia.

**Sustainable Agriculture:** An integrated system of plant and animal production practices having a site-specific application that will, over the long-term: (a) Satisfy human food and fiber needs; (b) Enhance environmental quality and the natural resources base upon which the agriculture economy depends; (c) Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls; (d) Sustain the economic viability of farm operations and (e) Enhance the quality of life for farmers and society as a whole.

8. **What if I have other questions?** Please consult with other school staff if you are not sure of an answer on the profile. OSSE will hold two conference calls to review the form and answer questions. Dates, times, and dial-in information are below and RSVP is not required.

Dial in number: (712) 775-7200  
Access Code 504477#

Dates and times:

- Option 1: Thursday, January 16, 2014 at 10:00am
- Option 2: Wednesday, February 5, 2014 at 3:00pm

If this FAQ page does not answer your question, please call OSSE Wellness and Nutrition Services Division at 202-727-3467 or email [OSSE.HSAhealthform@dc.gov](mailto:OSSE.HSAhealthform@dc.gov).