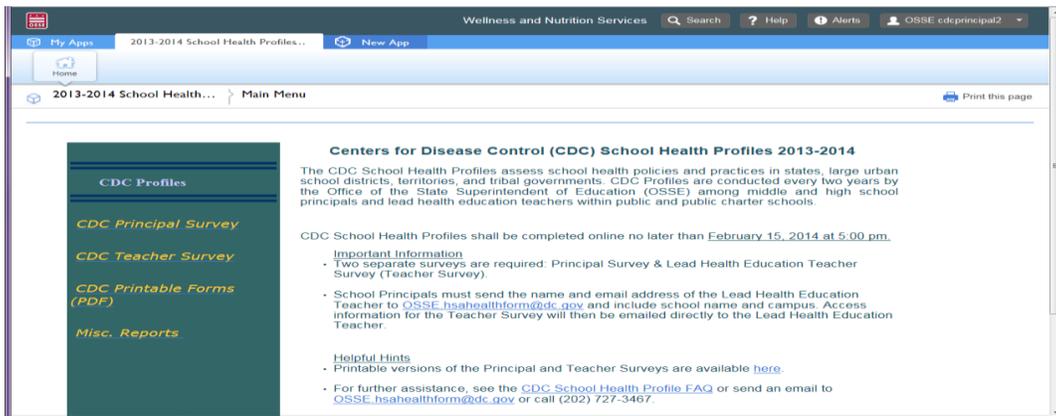




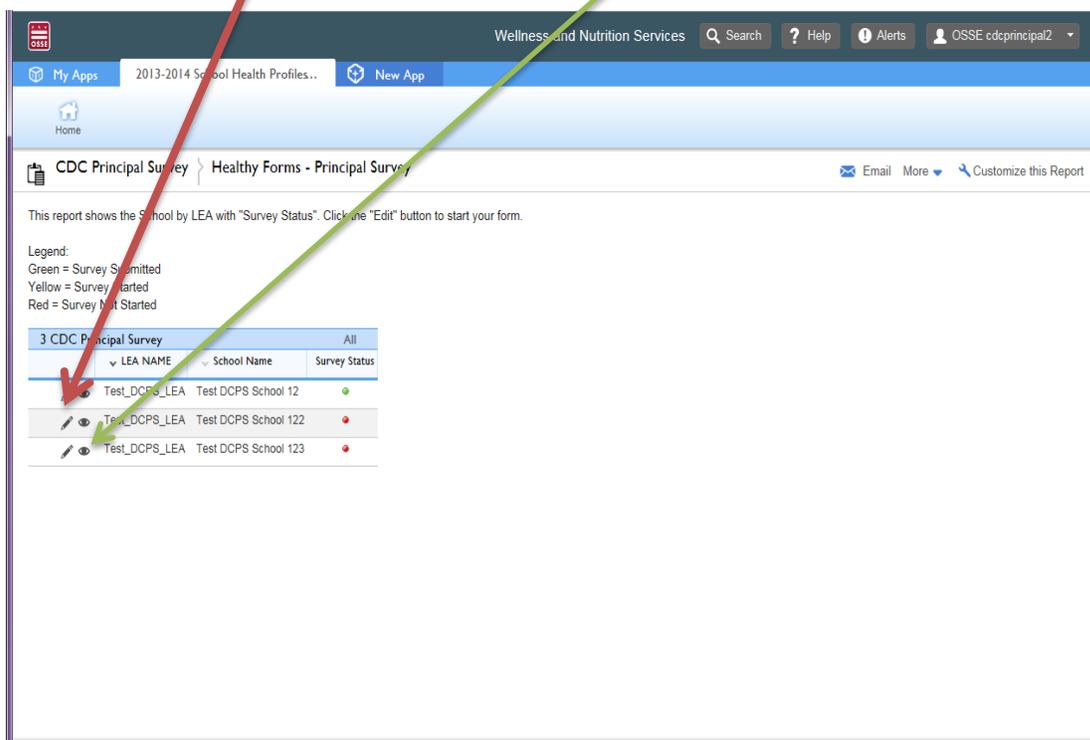
HOW TO: CDC School Health Profiles

1. Type <https://octo.quickbase.com> in your internet browser
2. To access surveys menu, Click on “2013-2014 School Health Profiles Survey(s)”
3. Depending on user profile and role at your LEA, you will see an access menu that includes either
 - **CDC Teacher Survey** only or
 - **Both CDC Teacher Survey and CDC Principal Survey**



4. Click on the survey links you want to complete. For example, “CDC Principal Survey”.
5. This displays a list of one or several schools that the Principal has access to.
6. Click on the **pencil** icon next to the school survey you want to edit

or click on the **eye** icon to view the survey





7. Complete the survey

When done or to stop and resume later, click the **SAVE** button

*Remember to fill all Required fields or form will not save
(required fields are marked with a red Asterisk)*

8. When completed, please make sure to check the box marked, "Completed" at the bottom before saving the form.



HOW TO: HSA School Health Profile

1. Type <https://octo.quickbase.com> in your internet browser
2. To access surveys menu, Click on “2013-2014 School Health Profiles Survey(s)”
3. Depending on your user profile and role at your LEA or school, you will see an access menu that includes either:
 - Both **CDC Profile** and **HSA Profile**
 - Only **HSA Profile**

Centers for Disease Control (CDC) and Healthy Schools Act (HSA) School Health Profiles 2014

The CDC and HSA School Health Profiles assess school health policies and practices in states, large urban school districts, territories, and tribal governments.

CDC Profiles are conducted every two years by the Office of the State Superintendent of Education (OSSE), among middle and high school principals and lead health education teachers within public and public charter schools. HSA Profiles are conducted annually as required by section 602 of the Healthy Schools Act (L18-0209).

All Profiles Surveys shall be completed online no later than February 15, 2014 at 5:00 pm.

CDC Profiles Important Information

- Two separate surveys are required: Principal Survey & Lead Health Education Teacher Survey (Teacher Survey).
- **School Principals must send the name and email address of the Lead Health Education Teacher to OSSE.hsahealthform@dc.gov and include school name and campus. Access information for the Teacher Survey will then be emailed directly to the Lead Health Education Teacher.**
- For reference, printable versions of the Principal and Teacher Surveys are available for download [here](#).

HSA Profile Important Information

- Read the HSA Profile [FAQ](#) prior to entering any data into the online form.
- It is recommended that the Principal or designee collect information from key school staff before online submission:
 - Recommended key school staff include: school administrators, the food service director, the health and physical education teacher(s), the school nurse(s), the school mental health provider(s), etc.
- Schools are required to post the HSA Profile on the school's website if they have one and make the HSA Profile available to parents/guardians in the main office.
- Completed profiles will be posted on the OSSE website.

For further assistance send an email to OSSE.hsahealthform@dc.gov or call (202) 727-3467.

Healthy Schools Act (HSA) School Health Profiles 2014

Under section 602 of the Healthy Schools Act (L18-0209), each public and public charter school is required to complete the Healthy Schools Act School Health Profile and submit it the Office of the State Superintendent of Education.

The HSA School Health Profile shall be completed online no later than February 15, 2014 at 5:00 pm.

Important Information

- Read the [FAQ](#) prior to entering any data into the online form.
- It is recommended that the Principal or designee collect information from key school staff before online submission.
 - Recommended key school staff include: school administrators, the food service director, the health and physical education teacher(s), the school nurse(s), the school mental health provider(s), etc.
 - A printable version is available [here](#) for sharing with key school staff.
- Schools are required to post the HSA Profile on the school's website if they have one and make the HSA Profile available to parents/guardians in the main office.
- Completed profiles will be posted on the OSSE website.
- For further assistance, see the HSA School Health Profile [FAQ](#) or send an email to OSSE.HSAhealthform@dc.gov or call (202) 727-3467.



4. To access the HSA Principal Survey, Click on the link “HSA Principal Survey”.
5. This displays a list of one or several schools that the Principal has access to.
6. Click on the **PENCIL** icon next to the school survey you want to edit

or click on the **eye** icon to view the survey

| District/LEA Name | School Name | Health School Act - P2 | Health School Act - P3 | Pages Completed |
|-------------------|-------------------------|------------------------------|------------------------------|-----------------|
| Test_Charter_LEA | Test Charter School 11 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |
| Test_Charter_LEA | Test Charter School 112 | Go to Page 2 | Go to Page 3 | ★ ☆ ☆ |
| Test_Charter_LEA | Test Charter School 113 | Go to Page 2 | Go to Page 3 | ☆ ☆ ☆ |
| Test_DCPS_LEA | Test DCPS School 12 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |
| Test_DCPS_LEA | Test DCPS School 122 | Go to Page 2 | Go to Page 3 | ☆ ☆ ☆ |
| Test_DCPS_LEA | Test DCPS School 123 | Go to Page 2 | Go to Page 3 | ☆ ☆ ☆ |
| Test_Private_LEA | Test Private School 13 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |
| Test_Private_LEA | Test Private School 132 | Go to Page 2 | Go to Page 3 | ★ ☆ ☆ |
| Test_Private_LEA | Test Private School 133 | Go to Page 2 | Go to Page 3 | ☆ ☆ ☆ |
| Test_Private_LEA | Test_Private_school_201 | Go to Page 2 | Go to Page 3 | ★ ☆ ☆ |

7. Complete the first page of the survey

When done or to stop and resume later, click the **SAVE** button

Remember to fill all Required fields or the form will not save
(required fields are marked with a red Asterisk)

Healthy Schools Act - PI | Edit Healthy School Act #617

OSSE

SCHOOL HEALTH PROFILE FORM

Page 1 of 3

Section 1: School Profile

Type of School
Private School

LEA
Test_Private_LEA

School Name
Test Private School 13

School Address
Test Private School 13

Does your school currently have a website? *
Yes

What is your school's website address? *
www.test.com

Current number of students enrolled *
12

Grades Served
(select all that apply)

PS 2 6 10
 PK 3 7 11
 K 4 8 12
 1 5 9 Adult Other Grade



8. The Healthy Schools Act Survey is composed of 3 pages. After completing each page, Please make sure to check the box marked **“Completed Part X”** at the bottom then click **Save** to save the form

Healthy Schools Act - PI | Edit Healthy School Act #617

SETTINGS | REPORTS & CHARTS

Save Cancel Delete Customize this Form

For the health topics listed, please specify which health education curriculum (or curricula) your school uses for instruction:

- Communication and Emotional Health
- Safety Skills
- Human Body and Personal Health
- Human Growth and Development
- Disease Prevention
- Nutrition
- Alcohol, Tobacco and Other Drugs
- Healthy Decision Making
- Sexuality and Reproduction

Does your school partner with any outside programs or organizations to satisfy the health education requirements? *

No

Completed Part 1

Click "SAVE" to save the form. Then click "EDIT" to edit Page 2.
(Please DO NOT select "SAVE & NEXT")

File Find Disable View Images Cache Tools Validate | Browser Mode: IE9 Document Mode: IE9 standards

9. After saving Page 1, you will be returned to the list of schools.

- Click on **“Go to Page 2”** to get to Page 2 of Survey or
- Click on **“Go to Page 3”** to get to Page 3 of Survey

Healthy Schools Act - PI | Healthy School Act - Schools

+ New Healthy School Act | Favorite | Email | More | Customize this Report

| District/LEA Name | School Name | Health School Act - P2 | Health School Act - P3 | Pages Completed |
|-------------------|-------------------------|------------------------------|------------------------------|-----------------|
| Test_Charter_LEA | Test Charter School 11 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |
| Test_Charter_LEA | Test Charter School 112 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |
| Test_Charter_LEA | Test Charter School 113 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |
| Test_DCPS_LEA | Test DCPS School 12 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |
| Test_DCPS_LEA | Test DCPS School 122 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |
| Test_DCPS_LEA | Test DCPS School 123 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |
| Test_Private_LEA | Test Private School 13 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |
| Test_Private_LEA | Test Private School 132 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |
| Test_Private_LEA | Test Private School 133 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |
| Test_Private_LEA | Test_Private_school_201 | Go to Page 2 | Go to Page 3 | ★ ★ ★ |

File Find Disable View Images Cache Tools Validate | Browser Mode: IE9 Document Mode: IE9 standards



10. Click on Edit (or the pencil) to edit the form

A screenshot of a web browser displaying the OSSE 'SCHOOL HEALTH PROFILE FORM' editor. The browser's address bar shows 'Healthy School Act - P2 #1556'. In the top right corner, a green button labeled '+ New Health School Act - P2' is next to a pencil icon labeled 'Edit', which is circled in red. Other buttons for 'Email' and 'More' are also visible. The form content includes the OSSE logo, the title 'SCHOOL HEALTH PROFILE FORM', and a dropdown menu for 'Page 2 of 3'. Below this, there are input fields for 'LEA' (Test_Private_LEA) and 'School Name' (Test Private School 132). A section titled 'Section 4: Physical Ed. Instruction' contains a question about physical education requirements and a list of checkboxes for various physical activity strategies.

11. Fill the form with your answers and click **SAVE**

A screenshot of the same OSSE form editor interface, but now in 'Edit' mode. The browser's address bar shows 'Edit Health School Act - P2 #1556'. The top right corner now features a green 'Save' button, a grey 'Cancel' button, and a red 'Delete' button. A green arrow points from the 'Save' button to the 'Section 4: Physical Ed. Instruction' section of the form. The form content is identical to the previous screenshot, but the 'Are students required to take physical education at your school?' dropdown menu is now filled with a selection.



Make sure you Check **“COMPLETED PART X”** at the bottom of page then click **Save** to indicate that you have completed the current page of the Profile.

A screenshot of a web browser displaying the OSSE form for 'Edit Health School Act - P2 #1556'. The browser address bar shows 'https://octo.quickbase.com/b/bia354g37a=er&rid=1556'. The page title is 'Healthy School Act - P2' and the current page is 'Edit Health School Act - P2 #1556'. At the top right, there are buttons for 'Save', 'Cancel', 'Delete', and 'Customize this Form'. The form contains two questions: 'Does your school serve locally grown and/or locally processed and unprocessed foods at meal times?' and 'Is water available to students during meal times?'. Below these questions is a section titled 'Form Status' which contains a checkbox labeled 'Completed Part 2'. A red circle highlights this checkbox. At the bottom of the form, there is a red instruction: 'Click "SAVE" to save the form. Then click "EDIT" to edit Page 3. (Please DO NOT select "SAVE & NEXT")'. The browser's status bar at the bottom indicates 'Browser Mode: IE9' and 'Document Mode: IE9 standards'.