



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Healthy Schools Act School Health Profile User Instructions

How to Edit, Save, and Complete the Profile

1. Login to <https://octo.quickbase.com>. Click the “2019-20 OSSE HSA School Health Profile” application and select “Click to Complete” on the home screen.

The screenshot displays the 'd.c. healthy schools act' dashboard. At the top left, the logo features 'd.c.' in blue, 'healthyschools' in green and blue, and 'act' in orange. A red-bordered box highlights the 'Complete the online HSA Survey' button in the left-hand navigation menu. Below this menu is a 'School Health Profile' button with the subtitle 'Healthy Schools Act of 2010'. To the right, the 'SURVEY COMPLETION STATUS' section shows a pie chart with a red slice representing 'ALL COMPLETED 2'. A legend at the bottom right of the chart shows a red square next to the text 'ALL COMPLETED'. The OSSE logo is visible in the top right corner of the dashboard.

2. Find the name of your school and click the pencil icon to open your profile.

Healthy Schools Act - P1 Healthy School Act - Schools More

School level report by LEA. This survey consists of 3 pages.

Click the "Edit" button to start your form.
Click the "View" button to move to the next page. The link is located at the bottom of the page.

6 Healthy School Acts									All
S1_LEA_NAME	S1_SCHOOL_NAME	Health School Act - P1	Health School Act - P2	Health School Act - P3	Page1 Completed	Page2 Completed	Page3 Completed	LEA_CODE	
TEST LEA - Charters	TEST AAAAAAAAAA	Go to Page 1	Go to Page 2	Go to Page 3				9992	
TEST LEA - Charters	Test Charter School 111	Go to Page 1	Go to Page 2	Go to Page 3				9992	
TEST LEA - Charters	Test Charter School 1114	Go to Page 1	Go to Page 2	Go to Page 3				9992	
TEST LEA - Charters	Test Charter School 1115	Go to Page 1	Go to Page 2	Go to Page 3				9992	
TEST LEA - Charters	TEST Charter School 112	Go to Page 1	Go to Page 2	Go to Page 3				9992	
TEST LEA - Charters	TEST Charter School 113	Go to Page 1	Go to Page 2	Go to Page 3				9992	
TOT								59,952	

3. You'll see this reminder message that you are required to select at least two grades served in Question 8 of the profile. Click the OK button.

Act - P1 Edit Healthy School Act #2200 Save

SCHOOL HEALTH

3

SCHOOL PROFILE

Private School

3. School Code 9997 4. Ward: 7

TEST LEA - NON-Public 5b. School Name TEST Private School 131

Please note that question 8 of this profile requires each school to select at least one "Grade(s) Served"

OK

Page 2 Go to Page 3

4. Complete all questions on page 1. When page is complete, check the “completed” box at the bottom of the page. Then click the green “save” button at the top right of the page. *Note: required questions are marked by a red asterisk and the system will ask you to complete all required fields before you save and continue to the next page.*

The screenshot shows a web form titled "Healthy Schools Act - P1" with a sub-header "Edit Healthy School Act #2206". The form is for "Grade: K - 5". It contains several sections of questions, each with radio button options for "Yes", "No Curriculum is used", and "No Curriculum is used". The questions are: Communication and Emotional Health*, Safety Skills*, Human Body, Personal Health, and Hygiene*, Human Growth and Development*, Disease Prevention*, Nutrition*, Alcohol, Tobacco and Other Drugs*, Healthy Decision Making and Goal-setting*, Sexuality and Reproduction*, Self-Management Skills*, Analyzing Family, Cultural, Media and Technological Influences*, and Locate Health Information and Assistance*. At the bottom left, there is a checkbox labeled "Completed Part 1" which is checked. At the bottom right, there are two links: "Go to Page 2" and "Go to Page 3". A red arrow points from a box containing the number "1" to the "Completed Part 1" checkbox. Another red arrow points from a box containing the number "2" to the "Save" button in the top right corner.

5. You will be directed back to school list page. Find the school you were working on, and select “Go to Page 2” to begin the next page of questions.

Healthy Schools Act - P1 Healthy School Act - Schools More ▾

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TOT									59,952

- To start completing page 2, click the Edit button on the top right of the page. Repeat the process listed above to complete pages 2 and 3 of the form. Follow the same steps as above for each page.

Edit

FILE FORM

[Go to Page 1](#) [Go to Page 3](#)