

Healthy Schools Act School Health Profiles Frequently Asked Questions (FAQs)

GENERAL INFORMATION

1. What is the *Healthy Schools Act* School Health Profiles?

The School Health Profiles (SHP) is an online questionnaire that must be completed by each District of Columbia public and public charter school according to Section 602 of the *Healthy Schools Act of 2010* (HSA). Upon completion of the annual profile, the SHP points of contact will receive a PDF copy of the profile that is required to be made available online if the school has a website and available to parents or guardians in the main office. The HSA designates the Office of the State Superintendent of Education (OSSE) as the administrator of the SHP.

2. How is the information in the SHP used?

Information collected in the SHP is used to inform OSSE, the mayor, DC Council and the Healthy Youth and Schools Commission on the extent to which the District's schools are achieving the goals of the HSA. A biennial report is required by Section 405 of the HSA and is submitted by OSSE to the mayor, DC Council and Healthy Youth and Schools Commission. Previous HSA Reports can be found at the [OSSE Healthy Schools Act webpage](#).

3. When is the SHP due?

The SHP must be submitted electronically no later than 11:59 p.m. EST on Feb. 16, 2023. The LEA Head of School will certify the data on Feb. 17, 2023 by 5 p.m. EST. Schools that do not complete the SHP by this date will be listed on the OSSE website as out of compliance with Section 602 of the *Healthy Schools Act of 2010*.

4. Who should complete the SHP?

The principal and those listed as SHP points of contact are automatically given access and can enter responses into the SHP online form. LEA-level points of contact including LEA Data Manager and LEA Head of School can also enter responses on behalf of their school. OSSE recommends that schools and LEAs work collaboratively to identify school staff who are most knowledgeable about each section (see chart below for suggestions).

Section	Recommended to be completed by
1: School Profile	Principal, Administrative Assistant
2: Health Services	School Health Providers
3: Health Education Instruction	Health Education Teacher
4: Physical Education Instruction	Physical Education Teacher
5: School Nutrition and Local Wellness Policy	Principal, Food Services Director or Manager, Chair of School Wellness Council/Committee
6: Distributing Information	Principal
7: Environment	Principal, Lead Science Teacher

5. How do I complete the SHP online form?

Log in to this URL (data.osse.dc.gov/shp) to access the application where you can fill out the form. See more specific log in instructions for school-level and LEA-level users in the sections below.

6. Can I see all SHP questions in one document?

Yes, a printable version of the SHP is available in the online application and the [OSSE SHP webpage](#).

7. What if I have other questions beyond those included in the FAQ?

- a. A recording of the webinar will be made available in the online application and the [OSSE SHP webpage](#).
- b. If this FAQ and the webinar recording do not answer your question, please contact your LEA Data Manager or your LEA School Health Profile POC to submit an OSSE Support Tool ticket.

SCHOOL-LEVEL USER

1. Where must the School Health Profiles (SHP) be submitted?

The 2022-23 school year marks the release of a new, enhanced application outside of Quickbase which includes a more user-friendly formatting, automated pre-fill responses when appropriate and a one-stop platform for both school data submission and LEA data review and validation. The new platform is housed at data.osse.dc.gov/shp.

2. What are the login steps for a new user?

- a. Once your LEA Data Manager has assigned you an appropriate role ("Principal" or "School Health Profile POC") in OSSE's Integrated Data Submission (IDS) System, please wait one business day for access to be configured to your email address on file.
- b. On the next business day, type in the application URL in your browser (Chrome is the preferred browser).
- c. Click "Sign Up" at the bottom of the page to create your user account for the application. Please note, *all* users will need to create a new account.
- d. When creating your user account, use the same email address that OSSE has on file (i.e., the email address entered by your LEA Data Manager when they assigned the role to you).
- e. Once you have created your account, the application will verify your credentials and you will be able to log in to the application.

3. The application denied me access. What should I do?

- a. First, ensure that your LEA Data Manager has assigned to you the "School Health Profile POC" or "Principal" role in the IDS application.
- b. Second, ensure that you are logging in one business day after your LEA Data Manager has assigned the role to you.
- c. Third, ensure that you are using the same email address that your LEA Data Manager entered in IDS when assigning the role to you. If you think the email address is incorrect, reach out to your LEA Data Manager to get it corrected in IDS.
- d. If you still are unable to access the application, reach out to your LEA Data Manager or your LEA point of contact to raise a support ticket with OSSE.

4. How do I request access for another individual?

Please reach out to your LEA data manager or your LEA point of contact to request that they add the user into OSSE's IDS system as a "School Health Profile POC" role for your school. Please allow one business day for the user to be granted access to the application. The next business day, the user should be able to access the application; however, you will need to share the SHP survey URL with the new user(s).

5. Where do I find the contact details for LEA representatives?

Click on the link to SHP survey. Once you are on the survey page, click on the "Points of Contact" tab at the top of the page. The application will take you to a page that displays the name and email of LEA representatives (e.g., LEA Data Manager, LEA Head of School and School Health Profile POC).

- 6. When does the progress bar for a section change to 100 percent?**
Once the user has answered all required questions (marked with *) and checked the “Section Complete” checkbox at the bottom of the section, the progress for that section will change to 100 percent. Please ensure that you hit “Save” before exiting the page to ensure no data are lost.
- 7. Why is the “Section Complete” checkbox grayed out even when all the required questions are answered?**
The “Section Complete” checkbox will only be enabled when all required questions are answered and there are no outstanding errors in the answer formatting or allowable numerical range.
- 8. What happens when I click the “Submit for Certification” button?**
The “Submit for Certification” button will be enabled once all the sections are 100 percent complete. Upon clicking the button, the survey becomes locked for the school-level user, and only the LEA-level user will still be able to edit. If the school-level user would like to make changes after submitting for certification, they will need to reach out to the LEA data manager or “School Health Profile – LEA Level point of contact” to make the necessary changes.
- 9. Who certifies the SHP data?**
The LEA Head of School certifies the SHP data.
- 10. Who at my school will be notified once the SHP data is certified by the LEA Head of School?**
All individuals with active user accounts in the SHP survey tool will receive an email notification once the LEA Head of School has certified the data.
- 11. What happens after the data are certified?**
After the data are certified, the survey is locked for all users, including LEA-level users. All school-level users will receive an email notification once the SHP data have been certified and your school’s PDF is ready for download.
- 12. As I complete the SHP, I am finding terms with which I am unfamiliar. Where can I find the definitions for those terms?**
Certain questions will have an “i” icon at the end of the sentence. Click the icon to find relevant definitions. After reading the definitions provided, if you have further questions, please contact OSSE.SchoolHealth@dc.gov.
- 13. Who should I contact in case I encounter an error in the app and need technical assistance?**
Reach out to your LEA data manager or “School Health Profile – LEA Level point of contact” to raise a help desk ticket. Upon receiving the ticket, the OSSE team will reach out to you to provide needed support. All OSSE Support Tool (OST) tickets must be submitted by the OST deadline on Feb. 3, 2023.
- 14. What should I do with the School Health Profile PDF?**
Once received, the School Health Profile PDF is required to be posted online if the school has a website and available to parents or guardians in the main office.
- 15. Can I view submissions for prior school years?**
Yes. Click the “Historical Submissions” link on the home page.

LEA-LEVEL USER

- 1. How do I request access for a new user at either the school or LEA-level?**

- a. Step 1: Reach out to your LEA Data Manager to add users in All Staff Integrated Data Submission (IDS) Collection. Let them know that the user needs to be assigned to the “School Health Profile POC” role.
 - i. If the user needs school-level access, select the appropriate school in the “School Name” field in IDS template
 - ii. If the user needs LEA-level access, select “Not Applicable” in “School Name” field.
 - b. Step 2: Notify the user once assignment is complete. Allow one business day for the user to be granted access to the application. Please ensure the user attempts to log in using the same email address submitted to IDS.
- 2. Where can I find the information on who is assigned to the “School Health Profile POC” role?**

The list of users who are assigned to “School Health Profile POC” role can be accessed two ways:

 - a. From the Entity Management Qlik Application: Log in to Qlik application. Go to “OSSE Stream.” Locate the “Entity Management” application for current school year. Click the “All Staff Points of Contact.” Filter for “School Health Profile POC” in the LEA Data Contact Type column.
 - b. From the School Health Profile Application: Log in to the application. Go to a particular school’s survey page. Click the “Points of Contact” tab.
- 3. Are there users who will get automatic access to the application?**

Yes. Any individual from your LEA or school(s) who is listed in IDS as School Principal, LEA Data Manager, or LEA Head of School will get automatic access to the application. These users will need to create an account when they first log in.
- 4. How do I review the progress of each school?**

Click on “School Health Profile for Current School Year” on the homepage. You will be taken to a status page that displays the progress of each school. You can filter by the school’s name and survey status fields.
- 5. How do I navigate to a school’s survey page?**

Click on the “School Health Profile for Current School Year” on the home page. You will be taken to a status page that displays the progress of each school. Click on the name of the school and you will be taken to their survey page.
- 6. Can I update a survey on behalf of a school-level user?**

Yes. LEA-level points of contact including LEA Data Manager and LEA Head of School can enter responses on behalf of their school.
- 7. Why do I see certain questions pre-populated?**

OSSE has identified a subset of questions for which the value will be pre-populated from the prior year’s response. Please review the responses and update them accordingly, if needed.
- 8. Can I submit a survey for certification on behalf of a school-level user?**
 - a. Yes. LEAs may consider submitting a survey for certification on behalf of a school if the school is unable to submit by the deadline.
 - b. The “Submit for Certification” button will be enabled once all the sections are 100 percent complete. The user will need to click the button to submit the profile for certification of the data by the LEA. Upon clicking the button, the survey becomes locked for the school-level user, and only the LEA-level user will still be able to edit. If the school-level user would like to make changes after submitting for certification, they will need to reach out to the LEA data manager or “School Health Profile – LEA level” point of contact to make the necessary changes.
- 9. What are the various values for “Survey Status”?**

In the beginning of data collection, all schools will have a survey status of “Not started.” Once the user starts to make an update and saves it, the status will change to “In Progress.” Once the user submits the survey for certification, the status will change to “Submitted for Certification” and to “Certified” once the LEA Head of School certifies the data.

10. What are the requirements for certification?

The LEA Head of School will only be able to certify data for those schools that have submitted for certification.

11. When is certification?

Certification is the last day of data collection window. The certification tab will be available for the LEA Head of School only on the certification day on Feb. 17, 2023 between 9 a.m. and 5 p.m.

12. What happens if the LEA Head of School does not certify?

- a. If LEA Head of School does not certify by 5 p.m. on the certification date, the data will be auto-certified (i.e., all schools with “Submitted for Certification” status will automatically change to “Certified”).
- b. If you would like to change any data post certification, please follow the standard appeals process as laid out in the [OSSE Data Validation Policy](#) document.