

Action for Healthy Kids

Instructions for Completing the School Health Index

Section 1: Register and Log In

It is necessary to have a username and password to complete the School Health Index on the Action for Healthy Kids School Portal.

- 1. Visit the AFHK School Portal:
- 2. Log in to the Action for Healthy Kids School Portal. *Note: Make sure your browser is updated (Google Chrome is recommended).*

First time users will need to create a new log in:

Welcome to the Action for Healthy Kids School Portal. The School Portal is your one-stop shop for school grants, the School Health Index, events and volunteer management, and more. Create an account, connect to your school, then implement programs!				
Password				
Remember Me?	Forgot Password?			
Register	Login			

Username: Enter the email you wish to use. Password: Enter your choice of a password at least 8 letters/numbers in length.

Email <u>contactus@actionforhealthykids.org</u> if you have difficulties logging in or creating a username and password.

Once logged in, you will then see the Home page. There are many features to this page, as identified by the navigation bar on the left-hand side and the sections on the page.



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	1	SCHOOLS WITH AFHK PROGRAMS		\$ 1.4 M TOTAL GRANTS GIVEN IN 15-16 SY		OZ8Z TOTAL GRANT APPLICATIONS		SHI MODULES CO
My P My Schools						SUBMITTED BY SCHOOLS		
🖻 My Schools	GET STARTED							
/ Grants								
🖋 School Health Index	_				vvelcome to	the AFHK School Portal!		
Events		1. Complet	e Your Profile	e		hub for all things related to your school's hea be able to assess your school with the AFHK-		
🖵 Help		2. Find ¹ 3. Assess Your School Health	four School	4. Apply for a Grant	your SHI results. A progress and take USDA's Healthier manage grant rep ensure that every	se the AFHCSH1 you will gain access to cust After completing the SH1, a custom action plan steps towards specific healthy school goals a US Schools Challenge. This portal will also all orting requirements. You will want to bookm kid is healthy and ready to learn in your school active got answers. Check out the information in	n will be generated for y nd to check how ready ow you access to apply ark this page so you can ol.	our school to help you trac your school is to apply for t for all AFHK grant opportu
Need help?	GRANTS							
Contact support at support@actionforhealthy/sids.org.	School		Grant					Status

1. Click on the orange bar labeled **Complete Your Profile** to add or update your information. Next, you see three tabs on the top for your personalization: Personal, Home Address and Volunteer Information. Enter your information on each of the tab. Then, click on the green **Update Profile** button.

Tabs for personalization:

ur personel and volunteer information.		
Volunteer Information		What can I do here?
		Follow these steps:
First Name	NAME	 Add yourself to the well resist sam of your school by clicking the "Add or Manage Schools" button Update your volunteer profile information
Last Name	LISTNIME	Addra Manage Schools
Email	emal@domain.com	
Alternate Email	eniDįšonakor	
Professional Title	My Pation	
Phone	00-000-000	
n interested in Action for Healthy Kids because I am a	-Nore-	
I am Interested in Volunteering	8	
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Section 3: Affiliate with Your School

This step is where you will be able to select the schools you will be working with to complete the School Health Index. You can associate yourself with as many schools as you wish.

1. To affiliate yourself with your school(s), navigate to the Home page (click on **Home** on the navigation bar on the left-hand side) and click on the blue bar, **Find Your School**.

C AFHK School Portal	4								LOGO
 Home My P My Schools 	1	150 K SCHOOLS WITH AFHK PROGRAMS	TOTAL GRANT	\$ 1.4 M S GIVEN IN 15-16 SY		TOTAL GRANT AF SUBMITTED			235 SHI MODULES COMPLETED
🕿 My Schools	GET STARTED	, ,							
🖉 Grants		·							
School Health Index					Welcome to th	ne AFHK School	Portal!		
Events			Vera Des file						rams. Once you affiliate with your
🖸 Help		1. Complete	e Your Profile		school(s), you will be able to assess your school with the AFHK-modified version of the CDC 2014 School Health Index (SHI). When you use the AFHK SHI you will gain access to customized resources from AFHK and our partners based on				
	2. Find Your School				(a) If y men pour one in the introduction of the set				
		3. Assess Your School Health	4. Apply for a Grant	:	Got questions? We've	e got answers. Check out	the information in t	the help tab	
	GRANTS								
Need help? Contact support at support@actionforhealthykids.org.	School		Grant						Status

2. Enter your school's zip code and click **Search Schools.** A list of all schools located in that zip code will be listed. Select the appropriate school(s) by checking the box to the left of the school name. *Note: You can select multiple schools at one time. You can select individual schools and/or districts.*

O AFHK School Portal			
 Home My Profile 	School Affiliations Connect your profile to schools:		
	SEARCH SCHOOLS		What do I do?
	60657	Search Schools	In order to manage your schools, you must first affiliate yourself with your school, multiple schools or district. (Note: If you're affiliating with a district search the zip-code of the district office). If you already see schools listed.
	Results		you can return to the My Schools button to get started on next steps!
	School Name	ZIP code	Can't find your school? Please download this New School form, complete it fully and send it to schoolgrants@actionforhealthykids.org and we'll add it and email you to let you know it's now there!
	AGASSIZ ELEMENTARY SCHOOL	60657-04363	
	ALPHONSUS ACADEMY	60657-04121	
	BURLEY ELEMENTARY SCHOOL	60657-03081	
	CHICAGO CITY DAY SCHOOL	60657-02922	
	HAMILTON ELEMENTARY SCHOOL	60657-01298	
	HAWTHORNE SCHOLASTIC ACADEMY	60657-02224	
	JAHN ELEMENTARY SCHOOL	60657-02095	
	LAKEVIEW LEARNING CENTER	60657-01604	
intact support at pport@actionforhealthylods.org,	NETTELHORST ELEMENTARY SCHOOL	60657-03580	
We will respond within 24 hours.	OUR LADY OF MT CARMEL ACAD	60657-04513	



3. Click Add Selected.

	1			
⊘ Home 	60657		Search Schools	In order to manage your schools, you must first affiliate yourself with your school, multiple schools or district. (Note: If you're affiliating with a district, search the zip-code of the district office). If you already see schools listed,
My Profile	Results			you can return to the My Schools button to get started on next steps!
F My School				Can't find your school? Please download this New School form, complete it fully and send it to schoolgrants@actionforhealthykids.org and we'll add it
→ Grants		School Name	ZIP code	and email you to let you know it's now there!
School Health Index		AGASSIZ ELEMENTARY SCHOOL	60657-04363	
Events		ALPHONSUS ACADEMY	60657-04121	
Help		BURLEY ELEMENTARY SCHOOL	60657-03081	
(16)p		CHICAGO CITY DAY SCHOOL	60657-02922	
		HAMILTON ELEMENTARY SCHOOL	60657-01298	
		HAWTHORNE SCHOLASTIC ACADEMY	60657-02224	
		JAHN ELEMENTARY SCHOOL	60657-02095	
		LAKEVIEW LEARNING CENTER	60657-01604	
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	•	ST LUKE ACADEMY	60657-03108	
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red help? intact support at	•	RAVENSWOOD-RIDGE ELEM NETWORK	60631-1962	
oport@actionforhealthykids.org. e will respond within 24 hours.	Add sele	ected		

4. Check that your school has been added. Click on **My Profile** on the navigation tab on the left-hand side, then click on the **Add or Manage Schools** button.

C AFHK School Portal	!	LOG
 Home My Profile 	My Profile Use this area to update your personal and volunteer information.	
My Schools	Personal Home Address Volunteer Information	What can I do here?
 Grants School Health Index 	Information	Follow these steps: 1. Update your personal information.
🖴 Events 🖸 Help	First Name Jill	2. Add yourself to the wellness team of your school by clicking the "Add or Manage School's button 3. Update your volunteer profile information
	Last Name Camber Davidson	Add or Manage Schools

Schools with a red X to the left of the school name are affiliated schools. You can also search and add more schools here. *Note: To un-affiliate yourself with your school(s), click on the red X.*

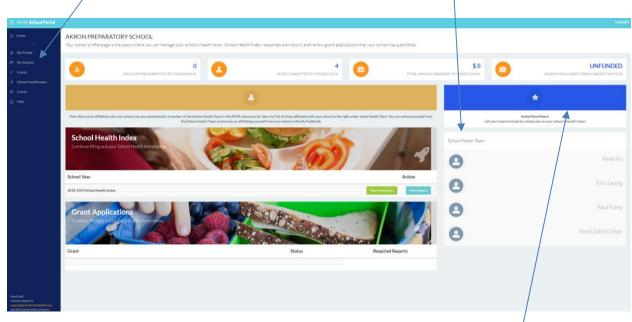
\		
O AFHK School Portal		LOGOUT
⊘ Hame _	School Affiliations Connect your profile to schools.	
My Profile My School Grants	SEARCH SCHOOLS	What do I do?
School Health Index Events	Zip Code Search Schools	noteen to manage pool schools, you make it is you'read oponen man your school, maring is chools or officiari. (Note: If you'read militating with a district, search the zip-code of the district office). If you already see schools listed, you can return to the My Schools button to get started on next steps!
🖸 Help	MY SCHOOL AFFILIATIONS	Can't find your school? Please download this New School form, complete it fully and send it to schoolgrants@actionforhealthykids.org and we'll add it and email you to let you know it's now there!
	* FUNSTON ELEMENTARY SCHOOL	
Need help? Contact support at support(jaction)erhealthylds.org. We will respond within 24 hours.		



Section 4: Invite Peers to Collaborate on the School Health Index

Anyone who affiliates with your school(s) gains access to the School Health Index in the school portal. This allows multiple members of your school's health team to complete the School Health Index, so it doesn't fall on the shoulders of one person. To see who is affiliated with your school and invite additional peers:

1. Click on **My Schools** on the navigation tab on the left-hand side. If you are affiliated with multiple schools, click on the name of the school you want to view. People who are already affiliated with your school will be listed under the blue bar on the right-hand side.



2. To invite others to join the school portal and affiliate themselves with your school, click on the blue bar on the right-hand side.



Then, click on the orange **Invite More Peers** button and enter the first name, last name and email address in the pop-up box of the person you wish to invite.

C AFHK School Portal	4			
 Home My Profile 	LOZANO BILINGUAL SCH Here you can edit the members of yo			
 My Schools Grants 	LOZANO BILINGUAL SCHOOL PEERS			
School Health Index Events	Name	Role	Invite More Peers	loin the School Health Team
🖸 Help	Heidi Milby			
Need help? Contact support at support@actionforhealthykids.org, We will respond within 24 hours.				
	Invite by	r Email	×	
		peer to the school community please enter their emain nt to them with a link to join BEVERLY HILLS HIGH SC		
	First Name Last Name			
	someemail@e	sample.com		
			Invite Cancel	

Click the green **Invite** button and repeat as needed to invite as many people as you wish.

The invited member will get an email invitation link to join the AFHK School Portal and affiliate themselves with your school. Once affiliated with your school, they automatically become a member of your school's online health team and are able to view, save and submit School Health Index responses.

Only the most recent responses will be saved, and once a SHI is submitted, it cannot be changed. However, district-level users can complete district-level questions and lock in their answers so that school-level individuals cannot change them. This is especially useful for districts that have standard physical activity and nutrition protocols and practices. This is a special feature of Action for Healthy Kids' School Health Index. See Section 7: Complete the School Health Index as a District-Level Administrator for more information on this district feature.



Section 5: Start the School Health Index

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1. To start a School Health Index (SHI), go to the navigation tab on the left-hand side and click on School Health Index.

C AFHK School Portal	: LOGOUT
⊘ Home ≜ My Profile	School Health Index The School Health Index (SHI) is an online self-assessment and planning tool that schools can use to improve their health and safety policies and programs. ?
My Schools Grants School Health Index Events	AFHK reserves the right to utilize data provided by schools via the School Health Index hosted on its website for the purposes of providing aggregate reporting to districts, state agencies, national partners, peer-reviewed journals, funders, and other communications pieces. School names and identifying information will not be provided in these reports unless otherwise notified and agreed upon with the school.
Help	SELECT YOUR SCHOOL
	Start a new School Health Index SELECT Unable to select your school? Make sure you have affiliated with the correct school, or the School Health Index might have been previously started – check the list below.
Need help? Contact support at support@actionforhealthykids.org. We will respond within 24 hours.	SCHOOL HEALTH INDEX

To Start a New School Health Index:

Under **Start a new School Health Index**, there is a drop down to select schools (with which you are affiliated) that do not have a SHI started,

C AFHK School Portal	t LOGOUT
⊘ Home	School Health Index
🚢 My Profile	The School Health Index (SHI) is an online self-assessment and planning tool that schools can use to improve their health and safety policies and programs. 🕑
🞓 My Schools	
🧨 Grants	AFHK reserves the right to utilize data provided by schools via the School Health Index hosted on its website for the purposes of providing aggregate reporting to districts, state agencies, national partners, peer-reviewed journals, funders, and other communications pieces. School names and identifying information will not be provided in these reports unless otherwise notified
🛷 School Health Index	SELECT
Events	WILLIAM H BROWN ELEMENTARY SCH VICTOR HERBERT ELEMENTARY SCH
🕰 Help	S WASHINGTON IRVING ELEM SCHOOL SKINNER WEST SCHOOL BURR ELEMENTARY SCHOOL BURR ELEMENTARY SCHOOL ULLIAM H KING ELEMENTARY SCHOOL MITCHELL ELEMENTARY SCHOOL GO
Need help? Contact support at support@actionforhealthykids.org. We will respond within 24 hours.	ELIZABETH PEABODY ELEM SCHOOL TALCOTT ELEMENTARY SCHOOL VON HUMBOLDT ELEMENTARY SCHOOL ANA ROQUE DE DUPREY ELEM SCH STEEM MAGNET ACADEMY MONTEFIORE SPECIAL SCHOOL NEAR NORTH SPECIAL ED CENTER WILMA G RUDDUPH LEARNING CTR Test School WV



2. Find your school in the drop-down menu, select it and click the green **Go** button. *Note: If* you do not have any schools on your list, it is because you have not affiliated with your school yet. See Section 3 to learn how to affiliate yourself with your school.

To Continue Working on an In-Progress School Health Index:

If a SHI is already started, a list of all your affiliated schools with a SHI started will appear at the bottom of the School Health Index page. Click on the orange **Continue School Health Index** button to continue working on an in-progress School Health Index. /

O AFHK School Portal		LOGOUT
Home Home Home	School Health Index The School Health Index (SHI) is an online self-assessment and planning tool that schools can use to improve their health and safety policies and programs. •	
🗯 My Schools	AFHK reserves the right to utilize data provided by schools via the School Health Index hosted on its website for the purposes of providing aggregate reporting to districts, state agencies, national partners, peer-reviewed journals, funders, and other communications pieces. School names and identifying information will not be provided in these reports unless otherwise notified and agreed upon with the school.	
School Health Index Events	SELECT YOUR SCHOOL	
📮 Help	Start a new School Health Index SELECT Unable to select your school? Make sure you have affiliated with the correct school, or the School Health Index might have been previously started – check the list below.	
	SCHOOL HEALTH INDEX	
	School School Health Index	
	Test School WV Continue School Health Index	
Need help? Contact support at support@actionforhealthykids.org. We will respond within 24 hours.	Show Completed SHIs	

3. Read the instructions at the top of the page. Then, click on the appropriate response for each question (see Question Example below). The responses are explained in the text with each question. Responses are listed in a drop-down menu under the answer descriptions. For some questions, there are additional notes or instructions. Click on "Click here to show Notes or Instructions" for more information. You can navigate the assessment by clicking on the blue **Back** and **Next** buttons, or clicking on the topic categories at the top of the page. Unanswered questions are outlined in red. The completion percentage will show you what percentage of questions you have answered. See screen shot below:



School Health Index Welcome to the Action for Healthy Kids School Health Index. Questions are organized by the categories you see at the top of your screen. To complete the assessment:
 Read each question and select the most appropriate response. Navigate the assessment by clicking Next/Back or by clicking the categories at the top of the screen. ALL questions are required. When you have answered all questions, your completion percentage will show 100% and the Save button: Note: Unanswered questions are outlined in red until you have selected a response. Note: Questions filled by the district level users are outlined in orange and read-only. When ready, click Submit. Submitted surveys cannot be modified.
Complete School Health and Physical Environment Nutrition Environment and Services Health Education Physice >
School Health and Physical Environment Find Unanswered Questions
1. School health oversight Save Back Next Currently, does someone at your school oversee or coordinate school health programs and activities? Next

If you want to come back to the School Health Index later or wait for other School Health Team members to add more information, click the blue **Save** button at the bottom of the page. Once you have selected a response to all questions and you will not need to revisit or edit results, , the **Save** button will change to a blue **Submit** button. Click the **Submit** button to submit your assessment.

Section 6: Navigate Your School Health Index Report

After you submit your School Health Index, you will be directed to a report that summarizes your responses. To access this report from the homepage, scroll down to School Health Index, click on the green **Show Completed SHIs** button. This will take you to a page with all submitted School Health Index assessments. Click on the teal **Report** button to see the summary report. You can also click the green **Responses** button to see a summary of each question's response.

	×					
O AFHK School Portal	1				\mathbf{A}	LO
 Home My Profile 	Completed School Health Index List Completed School Health Index Surveys					
My Prome ■ My Schools	Show 10 T entries					Search:
	School Name	School Year	© Score	Completed Date	Result	Jearch
		2018-2019	72.04%	07/10/2018	Respurses	Report
		2018-2019	100.00%	07/19/2018		Report
						_
		2018-2019	66.67%	07/20/2018	Responses	Report
		2018-2019	70.97%	07/10/2018	Responses	Report
	Showing 1 to 4 of 4 entries					Previous 1 Ne
keed help? iontact support at upport@actionforhea@bykids.org, Ne will respond within 24 hours.						



On the report, you'll see a graph on your screen. On the graph, you can compare your school with the maximum score for each module (Max Score), the average score for your state (State Average Score) and the average score for your district (District Average Score). On the right-hand side, you'll see a score. This score was determined based on your responses to specific School Health Index questions that measure key nutrition and physical activity best practices.



At the bottom of the report, you'll see a list of *Opportunities for Growth*. Questions where your school scored a 0 or 1 are highlighted below within each category. Focus your school health efforts on these areas to ensure your school provides a school environment where students are healthy, active and ready to learn. Action for Healthy Kids recommends developing a school health action plan and including these items as priorities to focus improvement efforts.

AFHK School Portal					LO
Home —	10 School Wellness School Meals Environment	Other School Health Education Food	Physical Physical Activity Education	Staff Family and Involvement Community Involvement	
My Profile	Use the buttons below to compare your score to other AFHK Schools in your State and District.				
My Schools	My Score	Max Score	State Average Score	District Average Score	
Grants	My score	Max Score	State Average Score	District Average score	
School Health Index					
Events	Opportunities for Grow	/th			
		0 or 1 are identified below. Focus your s		tex questions that measure key nutrition and physical activity best practices. environment where students are healthy, active and ready to learn.	
	School Wellness Environment				14/15
	School Meals Other School Food				21/24
	Other School Food				17/21
	Other School Food Health Education				17/21 16/21
		nealth education			
	Health Education	ealth education			16/21
	Health Education 25. Professional development in H	iealth education			16/21 1 = Under Development
help? ct support at filsucionichealthyldds.org,	Health Education 25. Professional development in h Physical Education	realth education			16/21 1 = Under Development 18/21



Section 7: Complete the School Health Index as a District-Level Administrator

Are you a school district administrator looking to complete the School Health Index for multiple schools in your district? Another feature of the AFHK School Health Index is district-level administrator access. This allows a district user to affiliated him or herself with multiple schools in the district to enter data for multiple schools at once. This feature allows district personnel to provide the same answers on School Health Index responses when policy and responses are common across multiple schools.

To become a district-level administrator, click on **My Profile** (left-hand side). On the righthand side of the screen, click on the orange button **Request District Level Access**. You will automatically be approved for district level access.

O AFHK School Portal		LOGOUT
 Home My Profile 	My Profile Use this area to update your personal and volunteer information.	
 My School Grants 	Personal Home Address Volunteer Information	What can I do here?
School Health Index Events	Information	Follow hese steps: 1. Up ate your personal information. 2. Adayourself to the wellness team of your school by clicking the "Add
🖸 Help	First Name	or Mage Schools" button 3. Update your volunteer profile information Add or Manage Schools
	Email	Are you a district level administrator? Request district level access to unlock the ability to manage multiple
	Alternate Email	school SHI, Gwhts, and Action Plans at once. Request District Level Access
	Professional Title	
	Phone	
Need help? Contact support at support@actionforhealthykids.org. We will respond within 24 hours.	I am interested in Action for Healthy Kids because I am a	

Once you are a district-level administrator, users need to first affiliate themselves with the district for which he/she would like to enter School Health Index information. Log into the school portal, click on **My Profile** (left-hand side), then the orange button, **Add or Manage Schools**. Type in your district's zip code, click **Search Schools**, check off your district, then click **Add Selected**.

O ARHIESchool Portal			
	School Affiliations Connect your profile to schools.		
	SEARCH SCHOOLS		What do I do?
	60607	In order to manage your schools, you must first affiliate yourself with your school, multiple schools or district. (Note: If you're affiliating with a district, sarch the size code affilted district official. If you airsady see tobools listed	
	Results		you can return to the My Schools button to get started on next steps?
E3 Help	School Name	ZiP code	Cart thid your school? Please download this New School form, complete it fully and send it to schoolgrants@sctionforthealthykidLorg and we'll add it and email you to let you shown it's new thereit
	ANOREW JACKSON LANGUAGE ACAD	60607-03317	
	CHICAGO VIRTUAL CHARTER SCHOOL	60607-02628	
	GALLEO ELEM MATH 6amp: SCI ACAD	60607-04237	
	U Shattuck/Test School	60607	
	© SKINNER WEST SCHOOL	60607-02591	
	STEM MAGNET ACADEMY	60607-04614	
	VILLAGE LEADERSHIP ACADEMY	80607-04529	
Need help? Control support at support filled instruction and the state or g	III WHITNEY YOUNG MAGNET HIGH SCH	60607-05397	
	CHICAGO PSD-NETWORK ONS	60603-05200	
	U FULTON ELEMENTARY NETWORK	60616-3507	



All schools for that district will then show up in the **My Schools** tab (left-hand side). Select the schools for which you wish to enter information by checking the box in front of the school name. Because there are two versions of the SHI (Elementary and Middle/High Schools), only elementary schools can be completed together at one time, and the same is true for middle and high schools.

Once schools are selected, you will be directed to the School Health Index. Note that your selected schools are on the left-hand side. Only the district level questions will appear on your screen. Instead of completing these questions for each school individually, you complete them one time for all schools in your Selected Schools list and Save. You, or other members of your school health team, can then respond to the remaining school-based questions on each school's School Health Index assessment by clicking on School Hub and continuing the assessment. Note: If a school user has already submitted responses to this School Health Index, your responses will overwrite them.

