

## Florida Healthy School District Self-Assessment Frequently Asked Questions

### Background

1. **Who are the administrators and sponsors of the Florida Healthy District Self-Assessment and recognition?** The self-assessment was created and is administered by the Florida Partnership for Healthy Schools (FPHS), a grassroots volunteer organization. FPHS, Florida Action for Healthy Kids (FAHK), Florida Association of District School Superintendents (FADSS), Florida School Health Association (FSHA) and Florida Healthy Kids Corporation (FHKC) partner to sponsor the recognition.
2. **How are State agencies involved in the self-assessment process?** The Departments of Education, Health, and Agriculture and Consumer Services support and promote the Florida Healthy School District Self-Assessment and award, however the self-assessment and award are independent of state agencies and the information is not used for state agency monitoring purposes.

### Getting Started

3. **How can I view the self-assessment before beginning?** A PDF of the assessment is available at: <http://www.safehealthyschoolsfl.org/Page.aspx/Index/Completing-Assessment>. It can be copied and shared with others on your team.
4. **Is our self-assessment visible to other districts?** No, only registered submitters from your district and website managers can see your application.
5. **Where do I start?** The first step is to get approval from your superintendent or delegate. Secondly, engage your partners including the local Department of Health. Districts that have successfully completed the self-assessment strongly recommend taking it to the School Health Advisory Committee (SHAC) and/or Wellness Committee to complete the first section.
6. **How do I access the self-tabulating self-assessment for my district?** To begin working on your self-assessment send an email to [FloridaPHS@gmail.com](mailto:FloridaPHS@gmail.com) with your name and the name of your district. An account will be created for you and you will receive an email with an electronically generated password in 1-4 days.
7. **I have been assigned a password but can't remember it.** Go to the logon page <http://safehealthyschoolsfl.org/Account/signin.aspx>. Enter your account email address and the password will be sent to that email address.

8. **Can more than one person from a district have a password?** Yes, each district can have as many users as needed. Component area leads are encouraged to complete their own section and will need their own account and password.
9. **How do we get a copy of our self-assessment from a previous year?** Send an email request to [FloridaPHS@gmail.com](mailto:FloridaPHS@gmail.com) and a copy will be sent to you.

#### Completing the Assessment

10. **What changes have been made in the Self-Assessment?** Changes are made annually to ensure the self-assessment is aligned with current legislation, standards, and best practices. If you have questions about specific changes, please email your question to [FloridaPHS@gmail.com](mailto:FloridaPHS@gmail.com).
11. **My answers did not save when I exited the tool.** If a narrative is required you need to save each narrative before closing. Other answers should save, please be sure you are using a compatible web browser as explained below.
12. **My assessment is uploading very slowly, or not saving my responses.** You are most likely using an incompatible browser such as an older version of Internet Explorer. You will need Internet Explorer 8 or higher, Firefox, Google Chrome or Safari.
13. **How do we know if our application is complete?** Each of the 9 sections has a yellow box at the top right indicating how much of that section is complete. A running total of all sections is located on the very bottom left side of the assessment on the left-hand side. When each section shows 100% and the total at the bottom of the page shows 100% the application is complete. You can still access the assessment and make changes until the application window closes on the application due date.
14. **What is a quality improvement process?** A Quality Improvement (QI) Process is whatever your district does to make sure that you are doing what is in your policies. Examples might include required reports to the school district, state agencies (Annual School Health Services Plan) or funders; regular policy review; data related to professional development and curriculum review; other examples might include data being collected and reviewed by the SHAC or Wellness Committee (Wellness Policy Evaluation).
15. **What is meant by “The district monitors compliance with staff development activities?”** This means that professional development records are kept and reviewed intermittently to see if the targeted audience is being reached.
16. **Who should we contact if we have specific questions about Gold level documentation or have content area questions?** Please send you name and phone number along with a summary of your question to [FloridaPHS@gmail.com](mailto:FloridaPHS@gmail.com) and the expert in that area will contact you.
17. **We contract counseling/psychological and social services to a community organization. How do we determine the student to staff ratio?** The number of counselors, psychologists and social

workers available to meet the needs of the students should be the same whether they are employed by the district or a contracting agency. If you contract for districtwide services you would need to look at the ratio of available professionals to students in the district.

19. **Do I need to email my application?** No, responses to the assessment are automatically saved in the system as the tool is completed. It is recommended that you download a copy of your assessment to keep for your records.
20. **How do I save a copy of the application?** Once you have completed the self-assessment, click export at the top of the page and it will display your assessment in an Excel format. Save this spreadsheet. To save it as a PDF select print and save it as a PDF.
21. **Is it possible to access our application after the application period?** Once the application period has closed you cannot access the application. If you didn't export your application and need a copy, please email [FloridaPHS@gmail.com](mailto:FloridaPHS@gmail.com) with your request and it will be provided.

#### Recognition and Awards

22. **Who is eligible to apply for the award?** All Florida school districts are eligible to apply. All applications that are 100% complete and are submitted by the deadline will be considered.
23. **How often do we need to reapply for the award?** Districts are recognized for two years, after which they will need to reapply. However, your district can apply for a higher level each year.
24. **We scored at the Silver or Bronze level. Do we need to provide any documentation?** No documentation is required for Bronze or Silver level; however, all responses should be verifiable if requested by the review committee.
25. **We scored at the Gold level. What documentation do we need to provide?** Gold level districts are required to submit documentation for specific questions. See the link Gold Level Documentation at [www.safehealthyschoolsfl.org](http://www.safehealthyschoolsfl.org) under the Healthy District Assessment tab.
26. **How are awarded districts selected?** Recognition is based on scores for the Bronze (60%-70%) and Silver (71% - 85%) levels. Gold (86% -100%) level recognition is determined by scores plus submission of required documentation. A committee of FPHS members who are experts in implementing the Coordinated School Health approach and the component areas review the applications.
27. **How are awarded districts recognized?** Superintendents, county health department administrators, Florida Association of Counties, application submitters and School Health Advisory Committee chairs in awarded districts receive notice of award by email. FPHS, Florida Association of District School Superintendents, Florida School Health Association and Florida Department of Education websites post district awardees; flags are presented to each district

school board; and press releases are sent to local media in each district. Awarded districts and their best practices may also be highlighted in other publications, presented as part of trainings or at FPHS meetings.

28. **When will awards be announced?** The recognized districts will be announced in August.
29. **We completed the application but didn't qualify for an award. What do we do now?** Celebrate the progress your district has made by completing the assessment. Save a copy of your self-assessment and use it to facilitate conversations with the component area experts and your SHAC. The self-assessment can help your team identify the areas where you might be able to implement policies and practices that will help your district move toward recognition. You may complete the self-assessment every year.

Component specific

30. **Nutrition services: Evidence of purchasing/serving at least 50% locally sourced produce references locally sourced produce. From what our nutrition department is telling me, USDA guidelines consider neighboring states as locally sourced. Is this the same for the Healthy School District Self-Assessment? Some of our food is from our community and neighboring communities, but some of it is from neighboring states. Can this count as locally sourced?**

The sponsor defines "local". They can define that within a mileage, county, state, or nation. USDA does not define it. We suggest "Florida first" for more variety however neighboring states can also be considered local.