

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

There are two primary ways to access the school portal:

- A. Go to Step 2 of *Game On* on Action for Healthy Kids' website: <http://www.actionforhealthykids.org/game-on/assess-a-track-progress>. Click on the **AFHK School Health Index** button.
- B. Access the school portal directly: [https://afhkschoolportal.force.com/AFHK Communities Log in](https://afhkschoolportal.force.com/AFHK_Communities_Log_in).

Step 2: Assess & Track School Progress

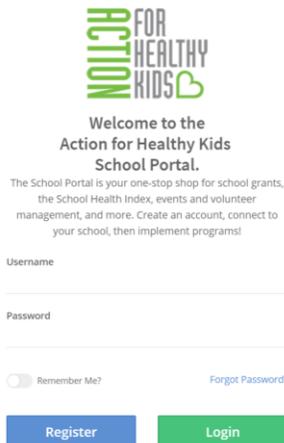


Your team is assembled! Let's get started by examining your school community environment. A wellness assessment is well worth your time and effort and may cover several aspects of the school environment: health education, nutrition, physical activity, competitive foods and beverages, family and community involvement, staff wellness, healthy and safe school environments, and health services.

Assess the health of your school environment using the School Health Index. Visit the AFHK School Portal to access the AFHK online School Health Index.

AFHK SCHOOL HEALTH INDEX

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



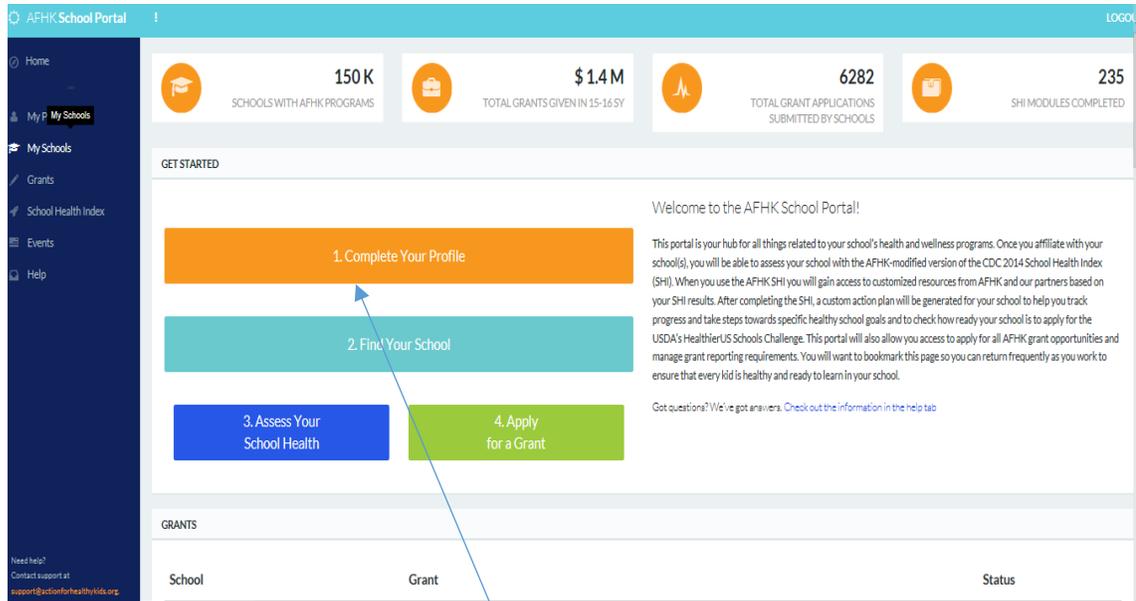
The screenshot shows the login/register page for the Action for Healthy Kids School Portal. It features the organization's logo at the top left, followed by a welcome message and a brief description of the portal's purpose. Below this, there are input fields for 'Username' and 'Password'. There are also checkboxes for 'Remember Me?' and a link for 'Forgot Password?'. At the bottom, there are two buttons: 'Register' (blue) and 'Login' (green).

Username: Enter the email you wish to use.

Password: Enter your choice of a password at least 8 letters/numbers in length.

Email support@actionforhealthykids.org if you have difficulties logging in or creating a username and password.

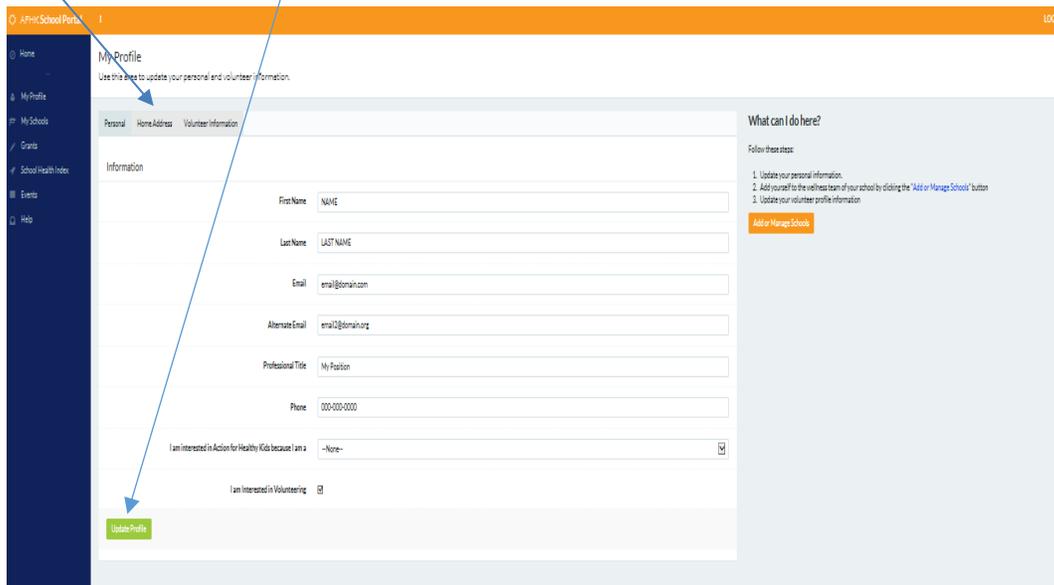
Once logged in, you will then see the Home page. There are many features to this page, as identified by the navigation bar on the left-hand side and the sections on the page.



Section 2: Complete Your Profile

1. Click on the orange bar labeled **Complete Your Profile** to add or update your information. Next, you see three tabs 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:



Section 3: Affiliate with Your School

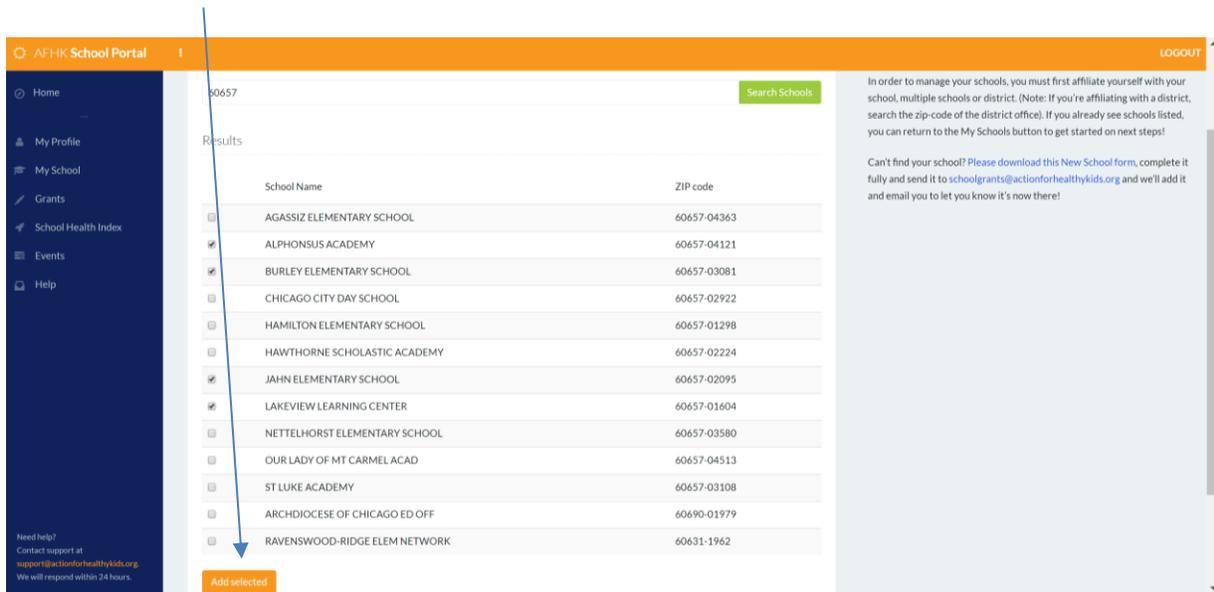
This step is where you will be able to select the schools you will be working with to complete the School Health Index. You can associate yourself with as many schools as you wish.

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**.

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.*

| School Name | ZIP code |
|--|-------------|
| <input type="checkbox"/> AGASSIZ ELEMENTARY SCHOOL | 60657-04363 |
| <input type="checkbox"/> ALPHONSUS ACADEMY | 60657-04121 |
| <input type="checkbox"/> BURLEY ELEMENTARY SCHOOL | 60657-03081 |
| <input type="checkbox"/> CHICAGO CITY DAY SCHOOL | 60657-02922 |
| <input type="checkbox"/> HAMILTON ELEMENTARY SCHOOL | 60657-01298 |
| <input type="checkbox"/> HAWTHORNE SCHOLASTIC ACADEMY | 60657-02224 |
| <input type="checkbox"/> JAHN ELEMENTARY SCHOOL | 60657-02095 |
| <input type="checkbox"/> LAKEVIEW LEARNING CENTER | 60657-01604 |
| <input type="checkbox"/> NETTELHORST ELEMENTARY SCHOOL | 60657-03580 |
| <input type="checkbox"/> OUR LADY OF MT CARMEL ACAD | 60657-04513 |

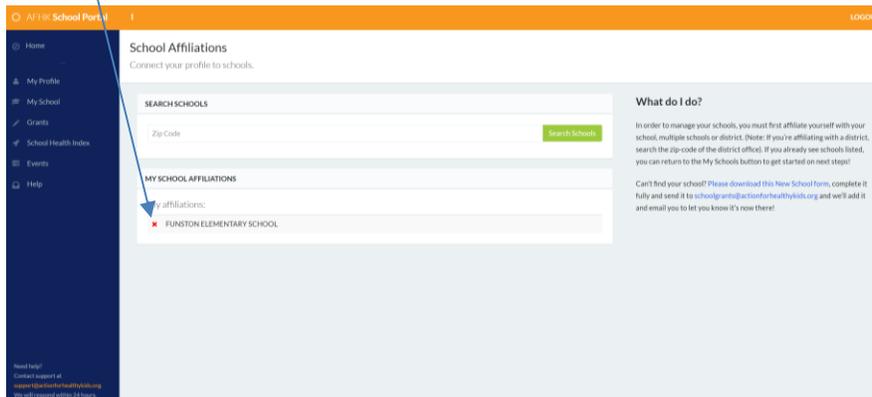
3. Click **Add Selected**.



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.



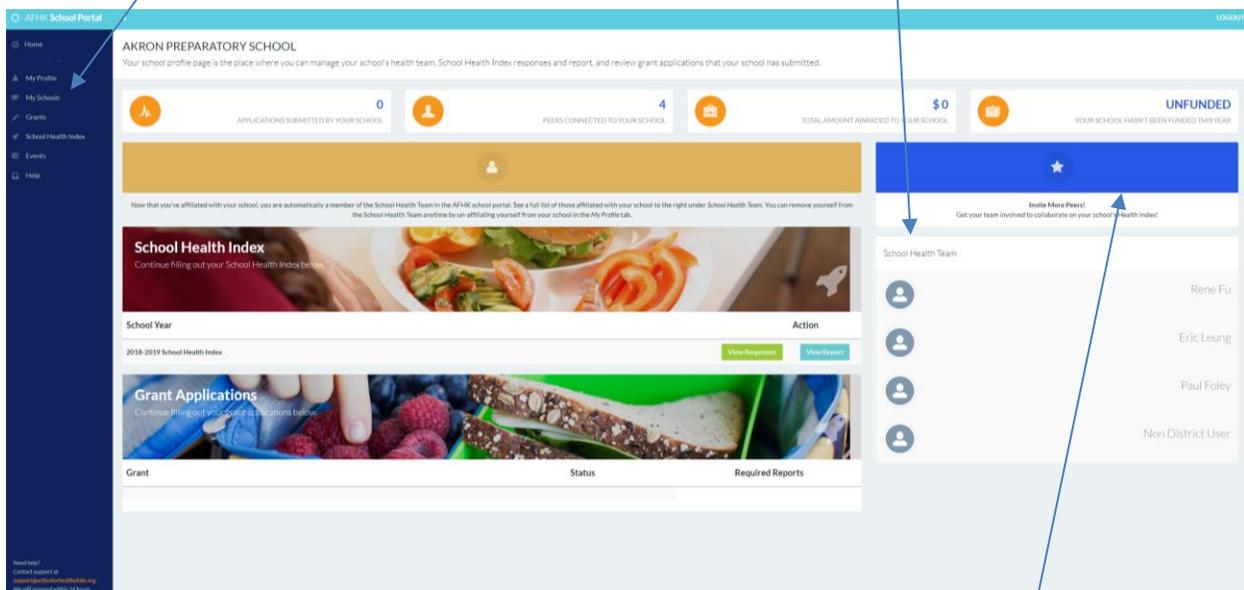
Schools with a red X to the left of the school name are affiliated schools. You can also search and add more schools here. *Note: To un-affiliate yourself with your school(s), click on the red X.*



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

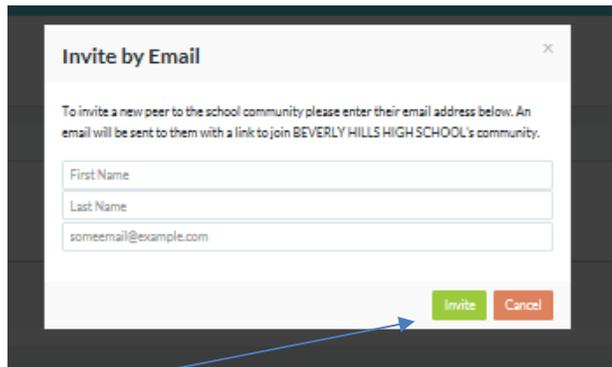
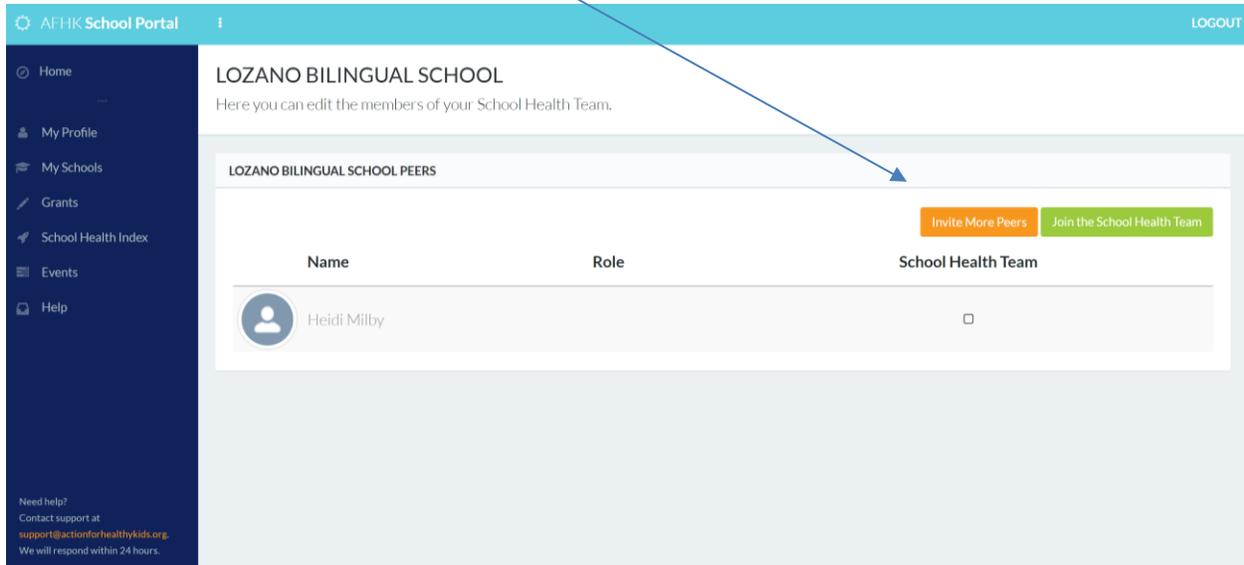
Anyone who affiliates with your school(s) gains access to the School Health Index in the school portal. This allows multiple members of your school's health team to complete the School Health Index, so it doesn't fall on the shoulders of one person. To see who is affiliated with your school and invite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



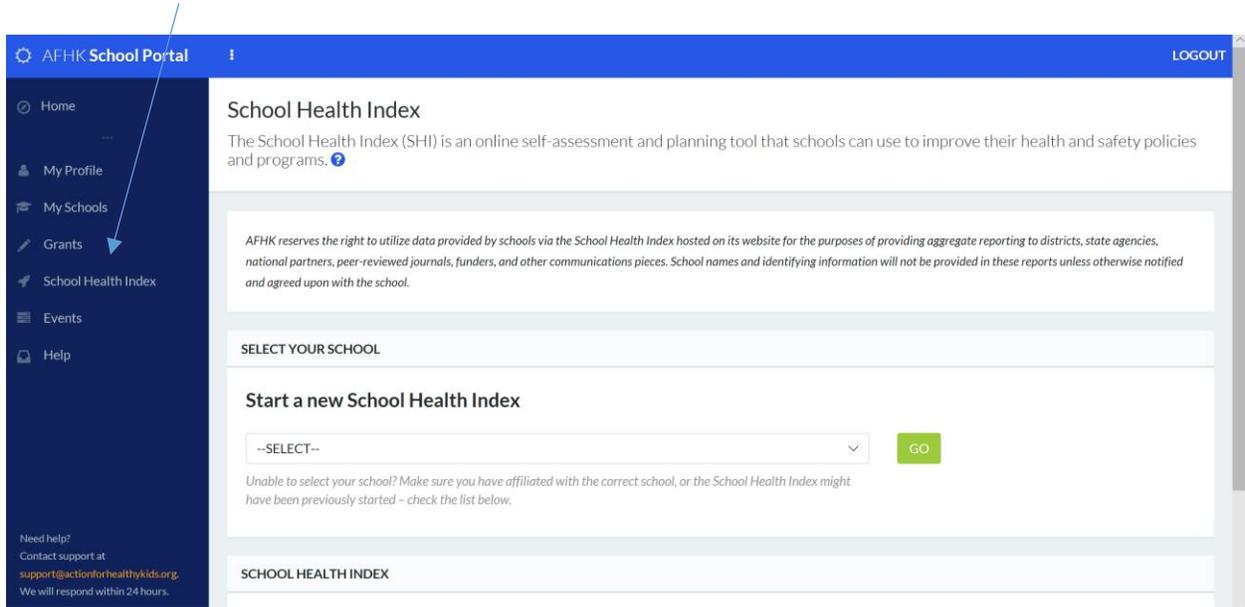
Click the green **Invite** button and repeat as needed to invite as many people as you wish.

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.

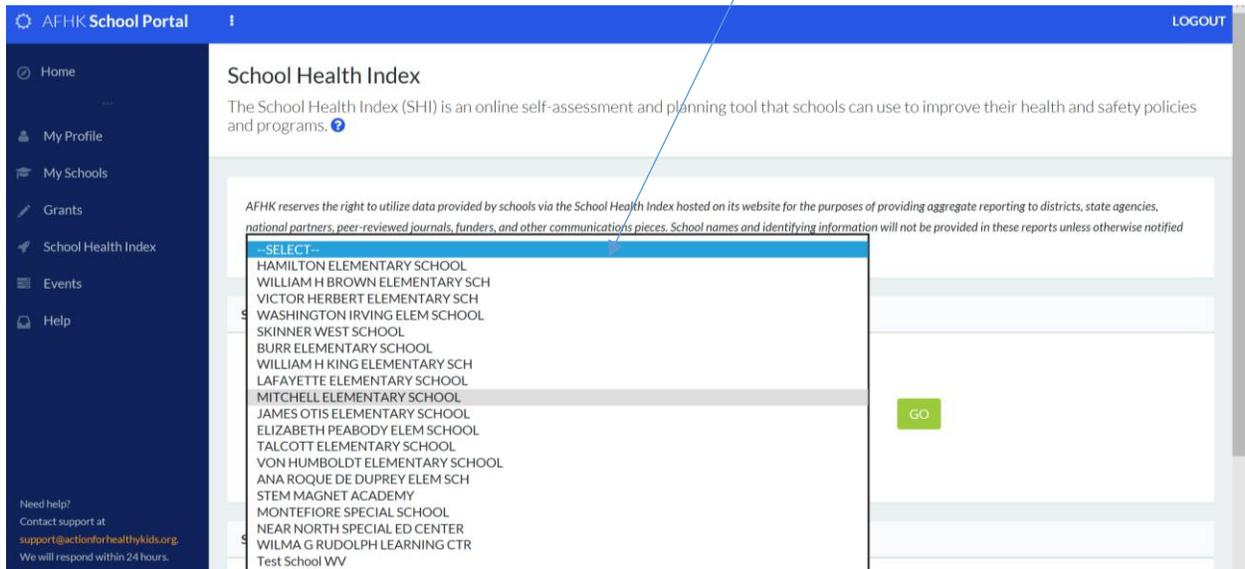
Section 5: Start the School Health Index

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



To Start a New School Health Index:

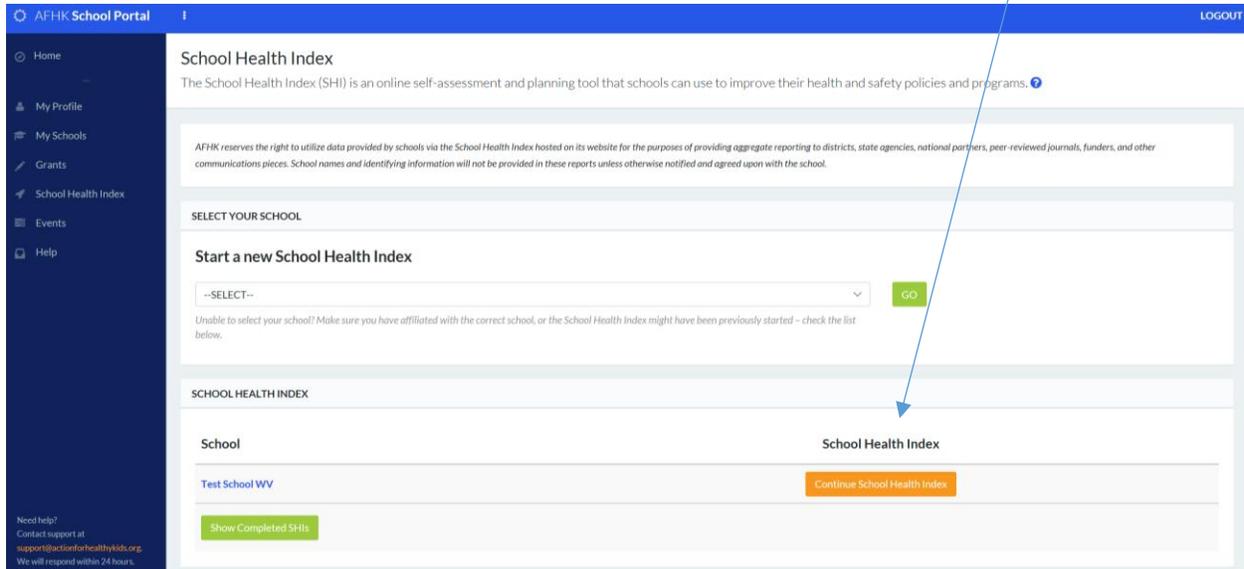
Under **Start a new School Health Index**, there is a drop down to select schools (with which you are affiliated) that do not have a SHI started.



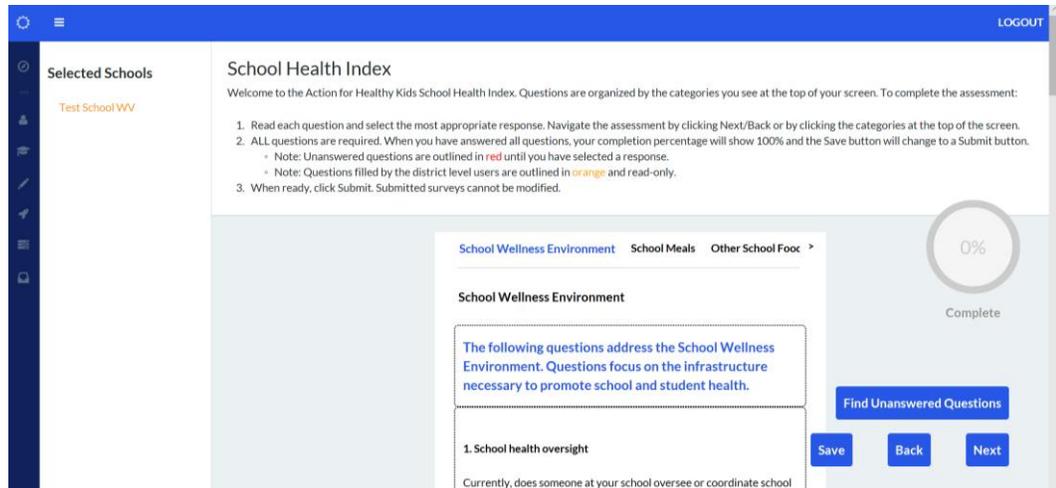
- Find your school in the drop-down menu, select it and click the green **Go** button. *Note: If you do not have any schools on your list, it is because you have not affiliated with your school yet. See Section 3 to learn how to affiliate yourself with your school.*

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.



- 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:



Question Example:

18. Food and beverage marketing

Does your school limit food and beverage marketing (e.g., contests or coupons) on school campus to foods and beverages that meet or exceed the USDA's **Smart Snacks in School** nutrition standards?

3 = Yes, **only** foods and beverages that meet or exceed the USDA's Smart Snacks in School nutrition standards are advertised or promoted, **or** no foods and beverages are advertised or promoted on school campus.

2 = **Most** foods and beverages advertised or promoted on school campus meet or exceed the USDA's Smart Snacks in School nutrition standards.

1 = **Some** foods and beverages advertised or promoted on school campus meet or exceed the USDA's Smart Snacks in School nutrition standards.

0 = No, **no** foods and beverages advertised or promoted on school campus meet or exceed the USDA's Smart Snacks in School nutrition standards.

[Click here to show Notes or Instructions](#)

--select an item--

3 = Fully in Place

2 = Partially in Place

1 = Under Development

0 = Not in Place

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.

Note: On April 16 each year, AFHK changes all “submitted” SHIs to “in-progress” so your school can update your SHI responses to reflect the changes or improvements made. For example, if your school submits your SHI in May 2018, you can not edit the results until April 16, 2019, when the status of your SHI changes from “submitted” to in-progress”. This allows you to revisit each module, update your responses for changes that have been made, and re-submit.

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.

AFHK School Portal | LOGOUT

Completed School Health Index List
Completed School Health Index Surveys

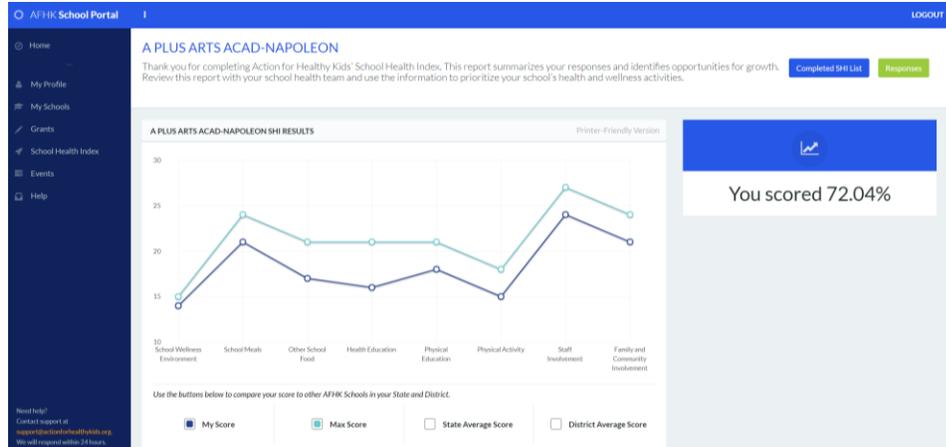
Show 10 entries

| School Name | School Year | Score | Completed Date | Result |
|-------------------------------|-------------|---------|----------------|------------------|
| A PLUS ARTS ACAD-NAPOLEON | 2018-2019 | 72.04% | 07/10/2018 | Responses Report |
| AKRON PREPARATORY SCHOOL | 2018-2019 | 100.00% | 07/19/2018 | Responses Report |
| APPLETREE EARLY PCS-SOUTHWEST | 2018-2019 | 66.67% | 07/20/2018 | Responses Report |
| ARCHWAY CLASSICAL ACAD-ARETE | 2018-2019 | 70.97% | 07/10/2018 | Responses Report |

Showing 1 to 4 of 4 entries

Need help? Contact support at support@actionforhealthykids.org. We 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.

| Category Score with Opportunity for Growth | Score |
|--|-----------------------|
| School Wellness Environment | 14/15 |
| School Meals | 21/24 |
| Other School Food | 17/21 |
| Health Education | 16/21 |
| 25. Professional development in health education | 1 = Under Development |
| Physical Education | 18/21 |
| Physical Activity | 15/18 |
| Staff Involvement | 24/27 |
| Family and Community Involvement | 21/24 |

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 right-hand side of the screen, click on the orange button **Request District Level Access**. You will automatically be approved for district level access.

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**.

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.

Selected Schools

- Jolly Elementary
- Jones Park Elementary

Note!
As a district administrator, this page allows you to complete district level questions for the schools you have selected (see Selected Schools on the left-hand side of the 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. If a school user has already submitted responses to this School Health Index, your responses will overwrite them.

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:

1. 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.
2. ALL questions are required. When you have answered all questions, your completion percentage will show 100% and the Save button will change to a Submit 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.
3. When ready, click Submit. Submitted surveys cannot be modified.

School Meals Other School Food Health Education Physical Education Physical Activity

School Meals

The following questions address School Meals. Questions focus on school nutrition staff, meals and competitive foods/beverages, and the cafeteria environment.

6. All foods sold during the school day meet the USDA's Smart Snacks in School nutrition standards

Do all competitive foods sold to students during the school day meet or exceed the USDA's nutrition standards for all foods sold to students (commonly called **Smart Snacks in School**)? This includes a la carte, vending, school stores, snack or food carts, and any food based fundraising (school follows fundraising exemptions and guidance set by their State agency, which also must adhere to the federal **Smart Snacks in School** nutrition standards).

0% Complete

Find Unanswered Questions

Back Next