School Health Data Collection Tools (2020-2021)

To access an online form. Links to all of the online forms are provided on this page. There are 2 methods of accessing an online form from this Word document: 1) hold down the control key and click on the link, or 2) copy the entire link address and paste that into the address bar of your web browser, then press the "enter" key. **If you are having difficulty accessing a form, or you get a web page asking you to enter your credentials**: The login page can appear if you make a mistake entering the address, so to avoid typographical errors do not use your keyboard to enter the website address. Try again, using either of the 2 methods described above. Sometimes the second attempt works even if the first one did not. No login credentials are required.

To enter data into an online form. Please read the instructions on the first page of the online form, then scroll down to the bottom of the page and click "Next." Enter the information requested and click "Next," and repeat this until you have completed all pages of the form.

If you are having any difficulty with an online form.
- A question with a red asterisk(*) next to it is <u>required</u>. You will not be able to proceed to the next page until all required questions are answered.
- If you seem to be stuck on the current page, scroll up and down the entire page and look for error messages in red font, fix all of the errors, then click "Next". Repeat if necessary.
- It may take a minute or two for the page to load or for a response to be processed. This is normal.

Comprehensive School Health Services (CSHS) forms

Monthly Report form: Submitted on the 15th of the month following the activity, for each month during the school year. For example, the first report with September data is due October 15. It should be entered as the *September* report, even though you may not be submitting the data report until October.
https://mdph.checkboxonline.com/MonthlyReport-2021.survey

Status Report form: Submitted at the end of every school year. Due July 15. <u>This form will not be available until October or November</u>. If you click on the link before then, you will get an error message.
https://mdph.checkboxonline.com/SchoolHealth2021.survey

Other school health data report forms

BMI report form. Screening requirement has been waived until further notice. This report is normally required of districts that are not funded through the CSHS program. Use the same link that is used to access the Status Report form (the link is located in the paragraph above). CSHS-funded districts and schools should NOT submit a separate BMI report.

Epinephrine administration report form
https://mdph.checkboxonline.com/Epinephrine-Report-2020.survey
For the 2020-2021 school year, we will be using the same form that we used last year, so the link to the form has not changed.

SBIRT data report form. Screening requirement has been waived until further notice. This is an Excel spreadsheet that is downloaded, completed, and returned as an email attachment. For the 2020-2021 school year, we will be using the same form that we used last year, so the link to the form has not changed.

Single user version: SBIRT data collection form 2019-2020 (Single screener)
Multiple user version   SBIRT data collection form 2019-2020 (Multiple screeners)

If the file does not automatically download, but opens in Excel, click "ok" when prompted then select "save as" and then save the file to a folder of your choosing (you can re-name the file).

Questions? E-mail your data-related question to: DPH_ESHS_data@MassMail.State.MA.US