

School Health Data Reporting Instructions

For SBIRT reports, BMI reports, Epinephrine Administration reports, and data reports for CSHS-funded schools (Monthly Activities report, Status report)

Please save these instructions for future reference.

All district-wide data (SBIRT, BMI, CSHS data) should be submitted on a single data report. If the data is entered on separate records, with a different submission for each type of data or for each school in a district, some of the data could get lost. The data does not need to be entered at the same time, however. You can enter some of the data, save it, and return later to complete the report.

How do I edit a partially completed report, or a previously submitted report?

To edit a previously submitted report, you will need the report-specific link for the report you submitted (This is different than the link that opens a blank copy of the form). To get the report-specific link, click the *Save and Return Later* button to make sure your data is saved. You will then see instructions on screen for sending the report-specific link to your email address. You can also obtain the report-specific link (also known as the *Survey Link*) by bookmarking the page that has your partially completed, saved data. It is good practice to re-name the bookmark so it identifies the type of report and the date (For example: "Monthly Report: Sept 2022" or "School Health report-SY2023"). Whenever you need to edit that report, simply open the bookmarked page.

If you need to edit your report later but do not have the report-specific link and have not bookmarked the page that has your saved data, then you will not be able to edit your report and you will need to re-submit the entire report and re-enter all of the data. When we receive a duplicate report, we save only the more recently submitted report and discard any earlier reports.

What if I need to return to a prior page of my report to view or edit it?

For the BMI, SBIRT, or CSHS Status Report: Do not click the *Back* button on your browser. Instead, click the **Survey Queue** button located in the upper right-hand corner of the screen. A screen will pop up showing the different survey sections. To edit your response, just find the section of the report you want to edit and click the corresponding *Edit response* button. Then you can edit the report and re-submit it. This does not apply to other data reports. *For the Epinephrine Administration report,* click the "Previous Page" button. *For all other reports,* there is only one page, so to edit a previous section, simply scroll up the page.

How do I save a copy of my report?

Please save a copy of every report you submit. We will not be able to retrieve your report and send it to you. You may be able to download a pdf file after you click *Submit*, but that copy may not be complete or readable. To save the most readable copy, *before* you click *Submit*, print the page as a pdf file or print a hard copy of the page (right-click on the page and select *Print*). For a multi-page report, print each page separately.

How do I know my report was submitted successfully?

When you have successfully submitted a report, you will see a "Thank you" message on screen after you click *Submit*. The "Thank you" message does not appear if you click *Save and Return Later* rather than *Submit*. However, if you bookmarked the page you used to submit your data, as described above, you can open up the

bookmarked page to confirm that your data was received. The system does not automatically send an email confirmation message after you submit a report.

Entering SBIRT data before other school health data

Can I submit my SBIRT data early in the school year, and wait until the end of the school year to submit BMI (or other) data?

You can do that if you use the following procedure.

1. To begin entering SBIRT data, click the link to open up the online form. Enter your identifying information, and for question 11, select “Only SBIRT data”.

11. What type of data do you wish to submit?

You will only see questions that are applicable to the data you are submitting.

* must provide value

- Only BMI data
- Only SBIRT data
- Both BMI and SBIRT data and nothing else
- CSHS program data (includes BMI, SBIRT, and other data only required of CSHS-funded districts or schools)

2. When you click Submit, you will be taken directly to the SBIRT data page. Enter your SBIRT data and then click *Save and Return Later* and, when prompted, have the direct Survey Link sent to your email address. Bookmark the page as well.
3. Later in the year, when you are ready to enter other data (such as BMI data), do not click the original link to the form, but instead open up the page you bookmarked in Step 1 (or use the direct Survey Link if you had it sent to your email address).
4. Once you have opened the page you bookmarked earlier, go to the upper right-hand corner of the screen, and click the Survey Queue button.



5. You should see the applicable sections of the report listed. Click the “Edit response” button next to “Section 1. School and District Information” to open that section for editing.

Survey Queue Get link to my survey queue

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title
✔ Completed	Section 1- School and District Information Edit response
✔ Completed	Section 5- SBIRT Edit response

6. Then scroll down to the bottom of the page until you get to Question 11. Change the selection from “Only SBIRT data” to “Both BMI and SBIRT data and nothing else.” CSHS-funded schools should select the “CSHS program data” option so they can access all sections of the report.
7. Click *Submit*. This should open the next applicable section of the report. Enter the rest of your data, then click *Submit*.

For more information and data worksheets, please click here: [School Health padlet](#). Scroll to the right to find the column labeled *School Health DATA COLLECTION TOOLS* and scroll down the column.