General Instructions for using the online data tools

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.

FY22 CSHS data collection tools: PUBLIC Schools

For submitting data reports, use the links to the online data collection tools provided below.

Please note the following:

1. The Performance Measures for public school districts in the Affiliated and Model programs have been modified and simplified.
2. SBIRT data reporting has been simplified. Starting this year, the SBIRT report only requires district-level data for each grade screened, rather than individual-level data. An Excel spreadsheet with individual-level data will no longer be used to submit the data. Instead, the data will now be collected using the same online data collection tool that we use for collecting other district-level data. As a result, the SBIRT data report has been incorporated into the Status Report.
3. School districts do not need to submit their SBIRT data until 60 days after completing the last SBIRT screening for the entire district. If submitting the SBIRT data prior to submitting CSHS end-of-year data, school districts can skip to the SBIRT section of the data report by clicking the option to submit "only SBIRT data", enter the data, and then save the report so it can be edited later. When submitting CSHS Status Report data at the end of the school year, change the option from "only SBIRT data" to "CSHS program data."
4. All the district-wide data (SBIRT, BMI, and CSHS end-of-year data) should be submitted using the same data report, although it does not have to be submitted at the same time. For example, if the SBIRT screenings are completed in December, the SBIRT data can be submitted in January and the district can wait until July 15 to submit the other annual report data. That's not a problem, as long as the person who submits the SBIRT data saves the link to their online data record by clicking the "Save and Exit" button and saving the report-specific link that pops up on screen. Without that link, you may not be able to edit the data submission, and you would have to submit a completely new record with all of the district's data. Additional instructions are provided on the first page of the online data tool.
5. If we receive multiple data submissions from the same district, we assume that the most recent submission has corrected, updated data, and any prior submissions are discarded.

Links to the Comprehensive School Health Services (CSHS) data reporting forms
Monthly Report: 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-2022.survey

Status Report: Submitted at the end of every school year. Due July 15.
https://mdph.checkboxonline.com/SchoolHealth2022.survey

Other school health data reports

BMI report. CSHS-funded districts and nonpublic schools should NOT submit a separate BMI report, as these data are included in the Status Report. Non-funded districts will use the same link that is used to access the Status Report form.

SBIRT report. CSHS-funded districts and nonpublic schools should NOT submit a separate SBIRT report, as these data are included in the Status Report. Non-funded districts will use the same link that is used to access the Status Report form.

Epinephrine administration report
https://mdph.checkboxonline.com/Epinephrine-Report-2020.survey

FY22 CSHS data collection tools: NONPUBLIC Schools

For submitting data reports, use the links to the online data collection tools provided below.

Please note the following:

1. All the school-wide data (BMI, and CSHS end-of-year data) should be submitted using the same data report, although it does not have to be submitted at the same time. For example, if the BMI screenings are completed in December, the data can be submitted in January and the school can wait until July 15 to submit the other annual report data. That's not a problem, as long as the person who submits the BMI data saves the link to their online data record by clicking the "Save and Exit" button and saving the report-specific link that pops up on screen. Without that link, you may not be able to edit the data submission, and you would have to submit a completely new record with all of the data. Additional instructions are provided on the first page of the online data tool.
2. If we receive multiple data submissions from the same school, we assume that the most recent submission has corrected, updated data, and any prior submissions are discarded.

Links to the Comprehensive School Health Services (CSHS) data reporting forms
Monthly Report: 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-2022.survey

Status Report: Submitted at the end of every school year. Due July 15.
https://mdph.checkboxonline.com/SchoolHealth2022.survey

Other school health data reports
BMI report. CSHS-funded districts and nonpublic schools should NOT submit a separate BMI report, as these data are included in the Status Report. Non-funded districts will use the same link that is used to access the Status Report form.

SBIRT report. Schools funded through the nonpublic school grant do NOT need to submit SBIRT data this school year (2021-2022). In the online data collection tool, when you get to the SBIRT data section, simply leave that section blank, and move on to the next part of the form.

Epinephrine administration report
https://mdph.checkboxonline.com/Epinephrine-Report-2020.survey

FY22 School health data collection in NONFUNDED schools

School health data reports for schools not funded though the CSHS program

BMI report.
This report is due on July 15. It is best to collect data from all schools in the district and submit BMI data for the district in a single district-wide report. Please submit the BMI data report using our online data collection tool: https://mdph.checkboxonline.com/SchoolHealth2022.survey.

SBIRT report.
School districts do not need to submit their SBIRT data until 60 days after completing the last SBIRT screening for the entire school district. It is best to collect data from all schools in the district and submit SBIRT data in a single district-wide report. The link to submit data is the same as for BMI data:
https://mdph.checkboxonline.com/SchoolHealth2022.survey

One can submit SBIRT data and BMI data in the same report, even if the data is submitted at different times. Submitting both types of data in the same report is actually preferable since it reduces the number of records we have to process and minimizes errors. If submitting SBIRT data prior to submitting BMI data, one can skip directly to the SBIRT section of the report by selecting the option to submit "Only SBIRT data", enter the data, and then save the report so it can be edited later when you are ready to enter BMI data. The person who submits the SBIRT data simply needs to save the link to the data record by clicking the "Save and Exit" button and saving the report-specific link that pops up on screen. When ready to submit BMI data, change the option from "Only SBIRT data" to "Both BMI and SBIRT data". Additional instructions are provided on the first page of the online data tool.

Epinephrine administration report
https://mdph.checkboxonline.com/Epinephrine-Report-2020.survey