



School Health Assessment Tool Instruction Sheet

The **School Health Assessment (SHA) Tool** is designed to collect data and identify individual school concerns. The goal of this assessment tool is to identify the High Impact Health Issues most likely to affect student attendance and achievement in your school.

The following instructions should make the process go smoothly.

STEP #1 Pre-Assessment Worksheet

You can access the Pre-Assessment Worksheet at www.schoolhealthservicesny.com. Click into “On-line Courses” on the menu bar, then choose the School Health Assessment Tool. You can print out the Pre-Assessment Worksheet from that page.

- ♥ Become familiar with the health issues listed on the worksheet
- ♥ Keep Worksheet in an area conducive for keeping track of visits
- ♥ Record the number of visits for each health issue on the worksheet
- ♥ Record for 4 weeks
- ♥ Tally the total for each individual health concern
- ♥ Divide your total visits by four and record the average weekly visits in the designated column
- ♥ **After completing the Pre-Assessment Worksheet, return to the website listed above**

Step #2 School Health Assessment Tool (Part A)

- ♥ Click into School Health Assessment Tool – Part A
- ♥ The password for Part A is: health
- ♥ Answer the questions using the information from your Pre-Assessment Worksheet
- ♥ Click on the “Submit Form” button to send the information to the NY Statewide School Health Service Center (NYSSHSC)
- ♥ NYSSHSC will provide you with an e-mail report of your school’s High Impact Health Issue(s)
- ♥ Once you receive this e-mail, return to the website listed above to complete Part B.

Step #3 School Health Assessment Tool (Part B)

- ♥ Click into School Health Assessment Tool (Part B)
- ♥ The password for Part B is: impact
- ♥ Choose the statement that best describes your school as related to the High Impact Health Issue(s) sent to you by NYSSHSC
- ♥ Click on the “Submit Form” button to send the information to NYSSHSC

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Resources and nursing interventions will be sent to you following the completion of Part B.

The goal of the SHA Tool is to improve student attendance and impact student achievement by identifying and reducing health related barriers to learning.

You can access technical assistance for the SHA Tool by calling the following individuals affiliated with the New York Statewide School Health Services Center:

- ♥ Sally Schoessler, NYSSHSC 585.349.7630
- ♥ Gail Wold, NYSSHSC 585.349.7631
- ♥ Linda Dychkowski, LIRSSSC 631.595.6808