This year school’s can complete the School Health Index and earn 10 points on their wellness checklist! The new School Health Index is completely online and is a self-assessment tool to determine your school’s strengths and weaknesses related to school health. There are two sections- Module Questions and the Plan for Improvement. Both must be completed to receive credit!

Here are some directions to get your school started:

1. Visit the CDC’s School Health Index website online. [http://www.cdc.gov/healthyyouth/shi/](http://www.cdc.gov/healthyyouth/shi/)
   - You can view a training manual, frequently asked questions, resources and more on the left hand tool bar.
   - To **Register or Log In** to your school’s School Health Index, click “Enter SHI” at the bottom of this page or [http://nccd.cdc.gov/DASH_SHI/default/Login.aspx](http://nccd.cdc.gov/DASH_SHI/default/Login.aspx).

2. If you do not have a reference number for your school, click **Register** under “Register a new Team.”

3. Create a **Team Name**. This should be your school name- be specific since there are schools all over the United States and South Carolina registering. After creating a team name please click below:
   - SHI Assessment Type: This assessment is for a specific school
   - State: SC
   - State District ID: x (you do not need to look this up, just input an “x”)
   - State School ID: x (you do not need to look this up, just input an “x”)
   - Team Member Email Address:
     - Put in all members of your wellness committee
     - Also please add leanteam@musc.edu. *We must be added so we can give you credit on your wellness checklist for completing this planning tool!
   - Click Create Team.

4. The **Reference Number** comes up first on your screen above Team Name. **Write this number down**! This is what you will need to log in and complete your school’s School Health Index.
• Each member of your team whose email address was put in when creating a team will also receive an email with the reference number and SHI hyperlink to log in.


6. You will see your Team name and email addresses of team members. Under SHI Name, write part of your school’s name, initials or mascot and 2013-2014. For example: Alston Middle School- type AMS 2013-2014.
   • Creating an SHI name is designating this School Health Index for this school year. So this way, if you want to edit or update your SHI for next school year, you can create a new SHI name but it will still be under your school’s specific account.
   • For School Level: click whichever school is appropriate- Elementary or Middle/High School
   • Health Topics: VERY IMPORTANT!!!!
     o CLICK ONLY PHYSICAL ACTIVITY AND NUTRITION.
     o To receive 10 points for the School Health Index, your school only needs to complete these health topics. By only clicking Physical Activity and Nutrition, this ensures that your School Health Index only includes these important questions.
   • After the Health Topics, Physical Activity and Nutrition are chosen, click Continue.

7. Eight modules are now listed on your screen. ALL questions in each of the 8 modules must be answered. Click on “Discussion Questions” in each module to start answering.

One important note as you complete the modules. There are links for each question where the CDC further explains an item. Unfortunately, the CDC has a programming error on every link – the word “link” appears after “www,” which makes the link not work. Either 1) copy and paste the link and remove the “link” from the web address or 2) use the glossary from which the links are pulled - http://www.cdc.gov/healthyyouth/shi/glossary.htm.

• Some Helpful Tips: Split up the modules. The PE teacher can answer the Physical Education and Physical Activity Module questions; the school nurse can answer Health Services, the cafeteria manager Nutrition Services, etc.
• Once you answer a question, just click Continue. The answers are automatically saved. If you do not know the answer to a question, just leave it blank and press continue. You can come back to it later and answer it with your wellness committee.
• Answer the questions as most accurately as possible for your school. It is okay to get some low scores - accuracy is more important!
• Come back together as a wellness team to answer any questions that maybe were unknown. ALL questions must be answered for the SHI to be complete.

8. Once the questions in all 8 modules are completed, use the “Scorecard and Planning Questions” under each module (next to “Discussion Questions”) to identify strengths and weaknesses.

9. Step 1: Identify strengths and weaknesses for each module.
   • Add Strength- Type in criteria that is fully in place at your school (designated with a “3” in the module scorecard)
   • Add Weakness- Type in criteria that is not in place, under developed, or partially in place (designated with a 0, 1, or 2 in the scorecard)
     o Pick 2 or 3 weaknesses to type in and focus on per module

10. Step 2: Recommended Actions
    • For the 2-3 weaknesses you just identified, add actions for each of these weaknesses.
    • Select the weakness (check box). Then Enter Recommended Action.
      o These actions can be items on the wellness checklist!!
    • Next rank the action by Importance, Cost, Time, Commitment, and Feasibility using the drop down menu on the right hand side. Then click Save.
    • Make sure there is at least one action added for each weakness. Then press Continue.

11. Once actions are created for the weaknesses in each module, click on the “Overall Scorecard” tab at the top of the screen.
    • The Overall Scorecard will tell you what areas of school health your school is High, Medium, and Low in.
      o Low scores are okay! These are the areas of the wellness checklist you will want to work on this year.

12. After viewing your school’s overall scorecard, click on the “Plan for Improvement” tab at the top of the screen.
    • Your team should select 3-5 actions overall identified in the modules to make a plan for. Click “Add Top Priority Actions From Modules” and pick 3-5 total actions that your entire wellness committee would like to focus on.
    • For each Action, add steps to complete the identified action. Click “Add Step” and type in the step, who will complete this item, and by what date. Then press “Save.”
      o These steps can be items on the wellness checklist!
This will help keep your wellness team members accountable.

13. **After steps are identified for the 3-5 actions, click Continue.** Your work will be saved, and you can export your School Health Index Plan for Improvement by clicking on the Microsoft Word icon in the top right corner of the screen.

14. Please email leanteam@musc.edu to let us know that you have completed your School Health Index! We will send an email confirmation that it is indeed complete.
   
   o You can then claim 10 points on your wellness checklist.

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*School Health Index is due April 25 when the wellness checklist is due -- **BUT to ensure that your school’s SHI is complete and that you are eligible for the 10 points on the checklist, please complete the School Health Index by April 1 so we will have time to let you know if anything is missing!*

For any questions or to set up a meeting to go over the School Health Index, please contact:

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