

An internet-based nutrition and physical activity program developed by InnerLink, Inc.

Health eTools for Schools

Easy as 1-2-3

District Start-up Packet

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☐ Liberty Place - Suite 201 ☐ 313 West Liberty Street ☐ Lancaster, PA 17603 □ 888-837-4737 □ Fax: 717-735-8109 □ support@healthetoolsforschools.org



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Health eTools for Schools School District Statement of Understanding

Funding provided by the Highmark Foundation affords your district the opportunity to participate, at no cost, in **Health eTools for Schools**, a physical activity and nutrition program of Highmark Healthy High 5, an initiative of the Highmark Foundation. InnerLink, Inc. is responsible for the development, marketing, training and implementation of **Health eTools for Schools** in Pennsylvania, under contract to the Highmark Foundation.

Because of the significant value and investment the subsidy represents, your district is asked to demonstrate a high level of commitment in fully implementing the **Health eTools** portal and its many features. The Highmark Foundation subsidy is effective through August 31, 2009. During your district's participation over that period the Highmark Foundation requires that districts agree to the following:

	 □ Collaboration Station to enhance □ Wellness Workbook to facilitate □ Lesson Plan Toolbox – which purses with best practice, evident 	Ith record data capturing and repose coordination of wellness initial epolicy development and imples provides educators, wellness coordinated in the coordinate of the coordin	orting tives
	nutrition and physical activity. Provide 75 minutes of nutrition education per m Demonstrate increased opportunities for physica Require all Health eTools registered users withi offerings. Varied opportunities for participation online training and through eTools professional eTools for Schools qualifies for Act 48 hours an Contribute to eTools evaluation including the fo	arking period for each grade using a deducation and physical activity in the district to participate in inare provided: onsite, at a regional development partner organization continuing education credit.	ng reporting mechanisms embedded in the portal within age appropriate instruction in all grades service training and professional development al training facility, synchronous and asynchronous ns. Training provided for end users of Health nality
	☐ Providing aggregate data on stud	dent knowledge, behavior and B	MI percentile per grade level Addendum Attached -
Nar	me of School District	_	Addendum Anached *
Sup	perintendent Signature	Date	
Sup	perintendent Name (please print)		
Acc	cepted on behalf of InnerLink, Inc.:		
<u> </u>	Signature, Title		Date
	www.healthetoolsforschools.org ☐ Liberty Place - Suite 201 ☐ '3 ☐ 888-837-4737 ☐ Fax: 717-7	313 West Liberty Street □ 35-8109 □ support@hea	InnerLink () Smart Selutions for a Realthy Future 7 Lancaster, PA 17603 althetoolsforschools.org



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Statement of Understanding - Addendum

School District Information:

District Name:				
Address				
City	State	Zip		
County:	IU#			
Main phone	Fax #			
District Website:	District AUN	J		
Main Contact (person responsib Name: E-Mail Address:	le for overseeing implemen Title:	tation on a district level):		
Phone: Fax:				
District Lead Nurse				
Name:	Title:			
E-Mail Address:				
Phone:	Fax:	Fax:		
Health eTools for Schools Tech	nical Contact			
Name:	Title:			
E-Mail Address:				
Phone:	Fax:	Fax:		
District Wellness Coordinator				
Name:	Title:			
E-Mail Address:				

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Are any of your Schools Keystone Healthy Zone Schools? If Yes, please list school

School Information (List eac Schools) Please include the s	th school in your district the tate assigned 4 digit school	at will be using Heal number with the scl	th eTools fo
School Name and Number	School Address	<u> </u>	Estimate #
			Students
•			
	1		1

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KEYSTONE HEALTHY ZONE ASSESSMENT: PERMISSION SLIP

PLEASE NOTE: All information is confidential. Complete one form for each KHZ School in your district.

With your permission, your school's Keystone Healthy Zone (KHZ) report card and school building report will be accessible through your school's portal on Health eTools for Schools. The KHZ report card provides your school's total score per assessment category based on the total score per section. It also presents national recommendations and standards for each category. Typically, only the individuals listed on the KHZ assessment and the building principal receive the report card.

The customized KHZ school report provides a comparison of your school's nutrition and physical activity practices to other schools in your county and the state. The report card uses data and information you supplied to complete the online assessment when you enrolled as a 2005-06 Keystone Healthy Zone School. Typically, PANA supplies the school report to the primary KHZ contact person and the building principal. By granting your permission, these documents will be available via the secure Health eTools portal accessible only to the registered users who were identified by your principal.

PANA will continue to honor the following statement of confidentiality that preceded your school's involvement in KHZ:

Statement of Confidentiality: The assessment does not collect information on individual students or subjects. All electronic and paper records will be stored in a locked file cabinet or on a password protected computer system. The Office for Research Protections may review records related to the project. In the event of any publication or presentation resulting from the research, no personally identifiable information will be shared because your name is in no way linked to your responses. Only schools that complete the online assessment will be recognized as Keystone Healthy Zone Schools. Your confidentiality will be kept to the degree permitted by the technology used. No guarantees can be made regarding the interception of data sent via the Internet by any third parties.

Two signatures are required to provide these reports on the Health eTools portal: the Wellness Coordinator and the KHZ primary contact. The building principal can substitute for either signature and is required when the Health eTools contact person and the KHZ primary contact is the same individual.

Agreed to by:	
School Name	
Name/Title	Name/Title
KHZ Primary Contact (Date) Once fully executed, please return to InnerLink: Fax	Health eTools Primary Contact (Date)
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Training Set-Up

The level of training required to use the Health eTools for Schools portal is dependant on the role the person will play. InnerLink provides a couple of different options to orient and train your faculty and staff on the use and functions of eTools.

- ☐ Method A Online user manuals and training videos All users of the eTools portal have access to the online resources. http://etools.innerlinkit.com The resources at this site are being updated on a regular basis.
- Method B Online GoToMeeting™ training Role specific training sessions are offered once a month for the user profiles of Wellness Coordinator, Nurse, Physical Educators, and a general Health eTools for Schools overview. These sessions typically run for 1½ to 2 hours. Please see our online resource website http://etools.innerlinkit.com for dates and time
- □ Method C Onsite training for districts with more than 4000 students enrolled in eTools Role specific training sessions can be held for multiple participants within a district. For smaller districts, we encourage you to partner with other districts in your area for a joint training session. Contact Customer Support for more details and to receive the site requirements to host training.

Please begin thinking about the best means to get your facility and staff trained in the use of the eTools portal. Our training coordinator will be contacting you to discuss the process with you. You can also contact Matt Coates at 717-358-0903 or toll free 800-988-6693 ext. 7 or by email, mcoates@innerlinkit.com, to ask any questions you have about training or to set-up training.

