

### Step 3: Complete Self-Assessment Process

Title: Chapter 4; Using the School Health Index. Step 3: Complete Self-Assessment Process. Screenshot of Module 1: School Health and Safety Policies and Environment score card. Screenshot of Discussion Question CC.1; 4-point scale indicating 3: Fully in Place, 2: Partially in Place, 1: Under Development, and 0: Not in Place. Screenshot of completed sample score card. Screenshot of sample completed planning questions 1 and 2, listing strengths and weaknesses and recommended actions. Image of Active Child icon. Screenshot of sample completed planning question 3 with rating scale and proposed actions rated.

#### Video Summary

- The School Health Index uses a 4-point scale, assigning 3, 2, 1, or 0 points to each discussion question.
- Responses to the discussion questions are entered into the module score card to obtain a module score, which will be used to prioritize areas that need the most attention.
- Each module ends with three planning questions that will result in a list of recommendations.

#### Audio Script

When ready to complete the self-assessment, read through the discussion questions for each module carefully and select the answer that best describes your school.

The School Health Index uses a 4-point scale, assigning 3, 2, 1, or 0 points to each question.

For each question, a score of 3 points means that the school is achieving the “gold standard.” A score of 2 points means that the school is doing very well but falls somewhat short of the gold standard. A score of 1 point means that the school is doing something in this area but falls far short of the gold standard. Finally, 0 points indicates that the school is doing very little or nothing to meet the gold standard. Later, these scores will be used to identify strengths and weaknesses.

If a question does not apply to your school, you can designate it as “not applicable.” If you are not sure or need more information before you can answer the question, you can skip it and return to it at another time. You do not have to answer all the questions in a module if they do not apply.

Circle or input all of the discussion question answers into the Module Score Card, and calculate each module score.

To determine the module score:

1. Add the scores for each column.
2. Add the four sums together across the bottom.
3. Divide the total number of points by the maximum number of points for the module.

4. Multiply that total by 100 to get a percentage score.

You will later use these percentage scores to prioritize which areas need the most attention. Each module ends with three planning questions that will result in a list of recommendations.

The first planning question asks the group to list the strengths and weaknesses found in the module based on the scores earned for each item. In general, strengths will be those questions that were scored as 3s or 2s, and weaknesses will be those scored as 1s or 0s.

The second question asks the group to list actions to improve each weakness identified in the first planning question. These are meant to be simple statements converting the items that were weaknesses into actions.

The third planning question asks the group to rate from 1 to 5 each proposed action in terms of five dimensions. This enables actions to be prioritized for implementation.

The five dimensions ask the following questions:

- Importance – How important is the action to my school?
- Cost – How expensive would it be to plan and implement the action?
- Time – How much time and effort would it take to implement the action?
- Commitment – How enthusiastic would the school community be about implementing the action?
- Feasibility – How difficult would it be to complete the action?

After rating each action along the five dimensions, the top scores should reflect those actions that need to be addressed first.

Let's practice going through the self-assessment process for one module.