

January 2018  
2018 Winter Division of School Health Update

1. Important Due Dates for School Health Annual Reimbursement Request System (SHARRS) and Dental Hygiene Authorization Plan Submissions
  - \* It is important schools mark their calendars with the following important annual report Due Dates. There have been changes made to the submission dates due to the new SHARRS program. It is imperative reports and dental hygiene authorization plans be submitted in a timely manner. The Division of School Health has worked with schools to assist them in submitting their reports by sending numerous messages to submit the report but It is ultimately the school's responsibility to ensure the reports are submitted timely. Late submissions and inaccurate information delay the Division's ability to process the reports and often results in schools having to submit revisions and the Division to review a school's report multiple times. It is imperative users read and refer to the instructions in SHARRS in order to submit accurate reports.
  - \* The School Health Annual Reimbursement Report will now open for data entry May 15 and close September 30. Only the Superintendent has the capability to submit the SHARRS report.
    - i. The September 30 SHARRS due date is written in law. From the Public School Code of 1949: Section 2505.1. State Reimbursement for Health Services. "...(b) ...Reimbursement on account of health services rendered by a school district or joint school board may be withheld by the Secretary of Health unless the actual expenditures for the health services are certified to the Secretary of Health within three months after the end of the school year..." (the school year ends June 30).
    - ii. Instructions to set up a SHARRS user account, a template hardcopy of the Authorization Plan, guidelines and applicable laws and regulations are available on the Division of School Health's website at <http://www.health.pa.gov/My%20Health/School%20Health/Pages/Quick%20Links/Dental%20Health/Dental-Hygiene-Services-Program.aspx#>
  - \* The Dental Hygiene Services Program Authorization Plan will now open for data entry April 1 and close April 30. Any SHARRS user may submit the dental hygiene authorization plan.
    - i. The Dental Hygiene Authorization Plan must be closed for data entry before the SHARRS system can be opened for data entry in order for the system to process reports correctly. Late entries will no longer be accepted as this causes errors in processing.
    - ii. The Dental Hygiene Authorization Plan is a plan for the upcoming school year. The plan must be developed by the Dental Hygienist and approved by the school dentist and school administration prior to the start of the school year.
    - iii. Schools that do not have a hygienist hired, a plan developed and approved will revert to a Mandated Dental Program and cannot be changed after the closing date due to processing requirements.
    - iv. If a school does not have a certified hygienist then they may not implement a Dental Hygiene Services Program (DHSP) and must implement a Mandated

Dental Program. See the Division of School Health's website for more information on both programs. <http://www.health.pa.gov/My%20Health/School%20Health/Pages/Dental-Health-Program.aspx#>

v. The Bureau of School Leadership and Teacher Quality can be reached at 717-PA-TEACH (728-3224) or 717-787-3356 or by clicking Chat with certification staff.

1. Submission of ACT 48 credits into the Department of Education's Professional Educator Record Management System (PERMS) courses is now available
  - \* The Bureau of Public Health Preparedness (not the Division of School Health) has agreed to enter ACT 48 credits into PERMS only for certified school staff who are not affiliated with a specific school and have no other mechanism to enter ACT 48 credits into PERMS.
  - \* The submission process is very specific. Incomplete or inaccurate submissions will not be accepted or entered.
  - \* The certificates must be scanned and emailed to [RA-DHPATRainingCOORD@pa.gov](mailto:RA-DHPATRainingCOORD@pa.gov)

1. In the subject line put "CON ED" so they know it is for ACT 48 entry into PERMS. This email inbox receives emails for their entire bureau and if CON ED is not on the subject line it may not be directed to the appropriate person in the Bureau of Public Health Preparedness.
2. On the certificate, provide your 7 digit PPID number and your name as it is listed in PERMS. Make sure the name of the course and the number of credits awarded is on the certificate.
3. Do NOT send certificates to the Division of School Health. They will not be entered or forwarded to the Bureau of Public Health Preparedness.

1. Approval for ACT 48/58 continuing education courses is now available
  - \* The Bureau of Public Health Preparedness has also agreed to review and approve training courses for ACT 48/58 credits.
    - i. It is the responsibility of the presenter of the course to obtain ACT 48/58 approval and issue the certificate to attendees.
    - ii. Certificates submitted for courses taken will not be individually reviewed for ACT 48/58 approval.
  - \* For information on the course approval process, email [RA-DHPATRainingCOORD@pa.gov](mailto:RA-DHPATRainingCOORD@pa.gov)
  - \* In the subject line put "CON ED Course Approval".
  - \* Do NOT contact the Division of School Health for information on course approvals.

1. The Division of School Health Website
  - \* The Division of School Health provides an array of information on their website.
  - \* The website should be the first resource used to find answers and information.
  - \* The School Health website can be accessed at <http://www.health.pa.gov/My%20Health/School%20Health/Pages/default.aspx#>

## 1. Email Addresses

- \* Please provide your current e-mail address to the Division of School Health or your School Health Nurse Consultant in order to receive information and updates.
- \* If you have been forwarded e-mails from the Division of School Health from another person, contact your School Health Nurse Consultant to be added to our distribution lists.
- \* Include the name of the county in which the school resides (or the county you reside in if you are not affiliated with a specific school). If the county is not included your email address cannot be added to the distribution lists as the distribution lists are arranged by county.

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