

This message is intended for school districts, charter schools, cyber charter schools and comprehensive career and technology centers who are required to submit the School Health Annual Reimbursement Request report to the Department of Health.

Dear Superintendent/CEO,

The School Health Annual Request for Reimbursement System (SHARRS) is now open for submission of school year 2014–15 school health reports.

No hard copy reports will be accepted. All reports will need to be entered through the on-line system.

The deadline for submission is September 30th, per the Pennsylvania Public School Code.

Forward this message to the school staff with SHARRS data entry responsibilities.

SHARRS can be accessed at <https://apps.health.pa.gov/SHARRS/Login.aspx>

Passwords expire every 60 days. When your username and password are entered, if it has expired, SHARRS will automatically direct you to a new page to update it.

If you have forgotten your password, select “Forgot/Reset Password” from the Left Navigation Column and follow the instructions.

The entire instruction manual can be accessed from either the Left Navigation Column within SHARRS or from the Division of School Health website

at <http://www.health.pa.gov/My%20Health/School%20Health/Pages/Reimbursement-SHARRS.aspx#.VZK2RMjD9jo>. It is not recommended that these instructions be printed as enhancements are anticipated. Each page of the report contains an “Instructions” button that directs you to the chapter of the manual which corresponds to the page you are completing.

The Superintendent/CEO is automatically assigned the User Account manager (UAM) function in order to approve other school user accounts. Only the UAM has the responsibility and authority to approve other school user accounts by following the instructions in Chapter 3. The Superintendent/CEO may assign this function to another staff by selecting them to be the User Account manager (UAM) by following the instructions in Chapter 2. The UAM should be the first point of contact for school users with questions. It is advised the UAM become familiarize with the entire instruction manual in order to assist school users.

Once the data has been completely entered, only the Superintendent/CEO can access the “Review, Certify and Submit” page to submit the report to the Department of Health, Division of School Health.

Any questions regarding the submission of the school health report via SHARRS should be directed to 717-787-2390 or c-paschool@pa.gov.

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