
Florida Safe Schools Assessment Tool – Getting Started

Slide 1



Florida Safe Schools Assessment Tool

Getting Started
School Safety Specialists, Assessment Coordinators, & Charters
2018-2019



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org


www.FLDOE.org

1

This training is intended for district school safety specialists and/or district FSSAT points of contact as well as charter school staff assigned to completing school security risk assessments.

It will cover the requirements under the Marjory Stoneman Douglas High School Public Safety Act to complete school security risk assessments as well as instructions on getting started with FSSAT.

Slide 2




Introduction

- Marjory Stoneman Douglas Public Safety Act
- School Security Risk Assessments
- Safety and Security Best Practices Report
- Florida Safe School Assessment Tool (FSSAT)
- Getting started
 - Access
 - Assets
 - Assessments

www.FLDOE.org

2

Slide 3



**Marjory Stoneman Douglas High School
Public Safety Act**

- Signed into law March 9, 2018
- Security risk assessments required for each school public school site in the state
 - Complete by August 1, 2018
- Florida Safe Schools Assessment Tool (FSSAT) to meet these requirements
- Available for use by charter schools
- Reference ss. 1006.1493, and 1001.212(1)
.....


Office of Safe Schools: <http://www.fldoe.org/safe-schools>

www.FLDOE.org 3

On March 9, 2018, Governor Rick Scott signed the Marjory Stoneman Douglas High School Public Safety Act into law. This Act requires school districts to complete a school security risk assessment at each school district and public school site in the state, in accordance with the newly created section 1006.1493, Florida Statutes. Section 1001.212(1), Florida Statutes, states that the school security risk assessment shall also be available for use by charter schools. The Florida Department of Education (department) has established the Florida Safe Schools Assessment Tool (FSSAT) to meet these requirements.

The Florida Department Education’s Office of Safe Schools web page has a link to the act as well as the March 23, 2018 letter to the Superintendents from Governor Rick Scott outlining the progress that has been made in implementing the law and the deadlines that the Florida Department of Education and each school district must meet.

Slide 4



School Security Risk Assessments

- Required per s. 1006.07(6)(a) 4., F.S.
- Conduct a school security risk assessment at each public school using FSSAT
- Provide recommendations to the district school board to improve school safety and security
- Findings and recommendations at a public school board meeting
- Report findings and school board action to the Department of Education within 30 days of the school board meeting

www.FLDOE.org


4

Reference: Section 1006.07(6)(a)4.

The district school safety specialist shall

- Conduct a school security risk assessment in accordance with s. 1006.1493, F.S. at each public school using the school security risk assessment tool developed by the Office of Safe Schools
- Based on the assessment findings, the district’s school safety specialist shall provide recommendations to the district school board which identify strategies and activities that the district school board should implement in order to improve school safety and security.
- Annually, each district school board must receive such findings and the school safety specialist’s recommendations at a publicly noticed district school board meeting to provide the public an opportunity to hear the district school board members discuss and take action on the report findings and recommendations. Each school safety specialist shall report such findings and school board action to the Office of Safe Schools within 30 days after the district school board meeting.

Slide 5



School Security Risk Assessments

- s. 1006.07(6)(b), F.S.
- Coordinate with the appropriate public safety agencies to conduct a campus tour once every 3 years and provide recommendations related to school safety
- Recommendations by the public safety agencies must be considered as part of the recommendations by the school safety specialist
- August 1, 2018 school assessments completed by All reports

www.FLDOE.org


5

Reference: Section. 1006.07(6)(b), F.S.

Each school safety specialist shall coordinate with the appropriate public safety agencies, as defined in s. 365.171, F.S. that are designated as first responders to a school's campus to conduct a tour of such campus once every 3 years and provide recommendations related to school safety. The recommendations by the public safety agencies must be considered as part of the recommendations by the school safety specialist pursuant to paragraph (a).

There is a section in the FSSAT School Security Risk assessment called 'Findings' that allow users to enter information from the law enforcement tour.

Slide 6



District Best Practices Report

- One District Best Practices Assessment for 2018-2019 completed per district
- Aggregate findings from the School Security Risk Assessments
- Comprehensive review of safety and security program (policies and procedures)
- Recommendations to the school board:
 - Overall recommendations related to school safety
 - Strategies and actions to be taken
 - Fiscal Impacts and timeline

www.FLDOE.org

6

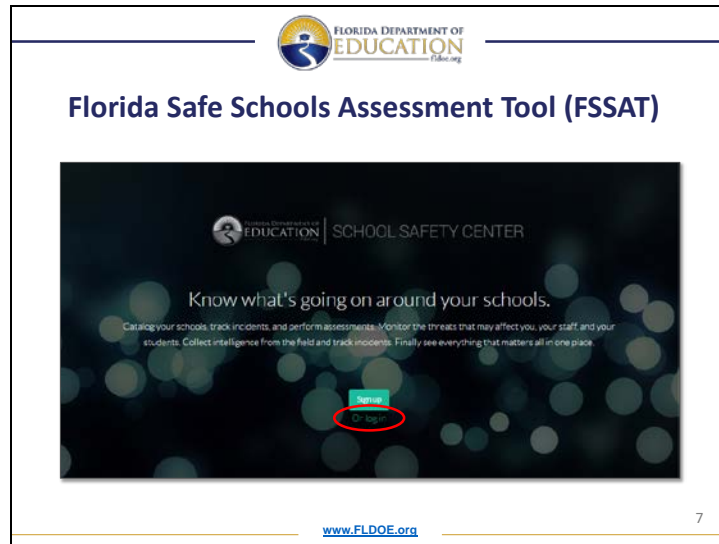
Each district completes one best practices assessment.

The school security risk assessments help inform the overall district best practices report. Districts can pull an aggregate report from FSSAT of the results from the school security risk assessments. (This will be covered in a later training.)

The district best practices assessment not only looks at security measures implemented at each school campus, but serves as a comprehensive review of the district's safety and security program particularly related policies and procedures.

Florida Safe Schools Assessment Tool – Getting Started

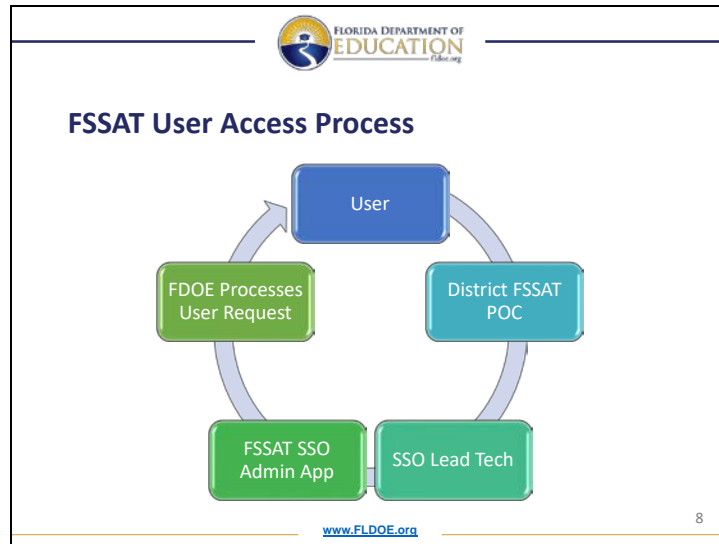
Slide 7



Caution: FSSAT access is by invitation only. Do **not** use the 'Sign-up' button to register for FSSAT. This function is not available for FSSAT users and may delay your access to the tool by subscribing you to a non-production tenant.

Contact your district FSSAT point of contact or state administrator at FSSAT@fldoe.org to obtain instructions on accessing FSSAT.

Slide 8



Authorization is available through the FSSAT application on the Single Sign-On (SSO) portal, or through bulk authorization. FDOE will **not** process self-registration via the FSSAT ‘Sign up’ link

- District FSSAT point of contact will coordinate with the district’s SSO lead technician to submit user access requests for their district, to include charter schools, via the FSSAT application in SSO
- The Department will process user access requests received through the SSO portal and provide follow-up emails to the user
- Users can expect to receive a invitation to join email from Constellation within 24-48 hours, excluding weekends and holidays


The Single Sign-On (SSO) system will only be used for the sole purpose to authorize users for the FSSAT application. Users will not use SSO to access the FSSAT application.

Charter schools will only have access to their schools, however the district assessment coordinators will be able to see the charter school assessments so they can track their progress. There are a couple of extra steps involved with this process, so it is important to know which users are charter school users as well as the names of their schools.

Once a user registration is complete the user may access FSSAT at the following link:

<https://fldoe.havstax.com/#/login>

Slide 9



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

FSSAT User Access Process

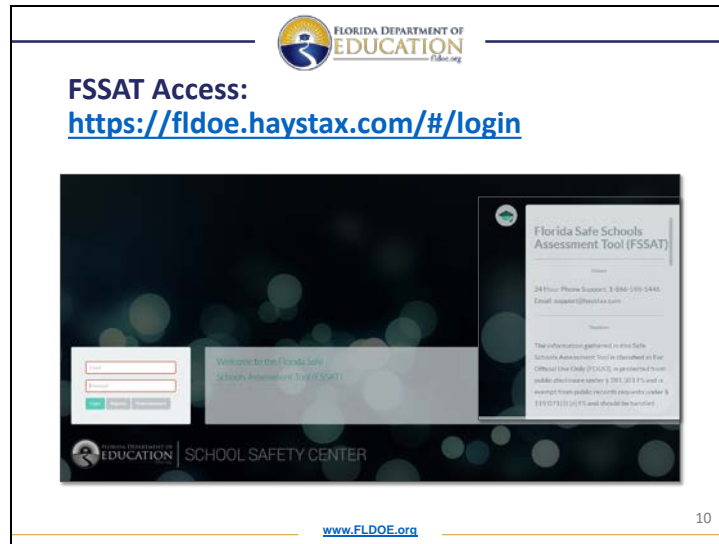
1. District FSSAT point of contact coordinates with the district single sign-on (SSO) technical lead to submit a list of authorized users to FDOE via the FSSAT single sign on authorized user application
2. The FDOE reviews and processes the batch requests from the previous day
3. The FSSAT state administrator will review any exceptions (user already has an account, self registered, etc.)
4. Once the access management team completes the invitations users can expect an invitation from Constellation within 24-48 hours, excluding weekends and holidays

www.FLDOE.org

9

Florida Safe Schools Assessment Tool – Getting Started

Slide 10




This is the main login page to access FSSAT: <https://fldoe.haystax.com/#/login>

You can find helpful information by clicking on the Graduation cap (upper right corner)

Note: For security reasons, the Department of Education does not have access to user passwords. You can reset your password by clicking on the reset password button from the FSSAT login page.

Slide 11







FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Getting Started

ACCESSING AND NAVIGATING THE FSSAT PORTAL

Browser Compatibility
FSSAT can be accessed from any current major web browser:

- Mozilla Firefox
- Apple Safari
- Microsoft Internet Explorer (IE9 and newer)
- Google Chrome

Getting to the Home Page
Most new FSSAT users will be invited into the system by an administrator.

www.FLDOE.org

11

FSSAT is accessible with most major web browser such as Firefox, Safari, Internet Explorer 9 or newer, or Chrome.

Recommend using Chrome or Firefox.

Florida Safe Schools Assessment Tool – Getting Started

Slide 12

The screenshot displays the Florida Department of Education logo at the top center. Below it, on the left, is a compass icon. The main content is divided into two sections:

- Mobile Indicator for Android - Quick Start Guide:** This section includes a "Download the app" button with the Google Play logo. Below the button, it provides instructions: "(1) Connect to the Google Play Store by running the Google Play Store application. Search for 'Mobile Indicator.' Click the INSTALL button. You may need to enter your Google Play password to complete the download." To the right of the text are images of the app's interface on an Android device.
- Mobile Indicator for iOS - Quick Start Guide:** This section includes a "Download the app" button with the Apple App Store logo. Below the button, it provides instructions: "(1) Connect to the App Store by running the App Store application. Search for 'Mobile Indicator.' Click the button that says 'GET,' or has the download to the cloud icon. You may need to enter your iTunes password to complete the download. The application is free from the App store." To the right of the text is an image of the app's interface on an iOS device.

At the bottom of the slide, the website address www.FLDOE.org is listed on the left, and the number "12" is in the bottom right corner.

A mobile app is also available in the Apple App store or Google Play for android.

A mobile quick start guide is available in the help section of FSSAT under resources.

In Google Play search for Haystax Technology

In the Apple store search for Mobile Constellation

Florida Safe Schools Assessment Tool – Getting Started

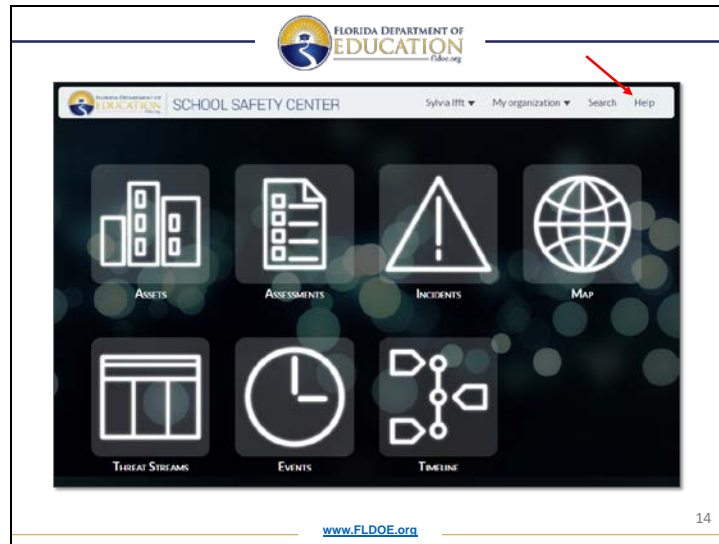
Slide 13



Further information is available in the User Guide. An updated user guide will be posted to the help section of FSSAT under resources.

Florida Safe Schools Assessment Tool – Getting Started

Slide 14

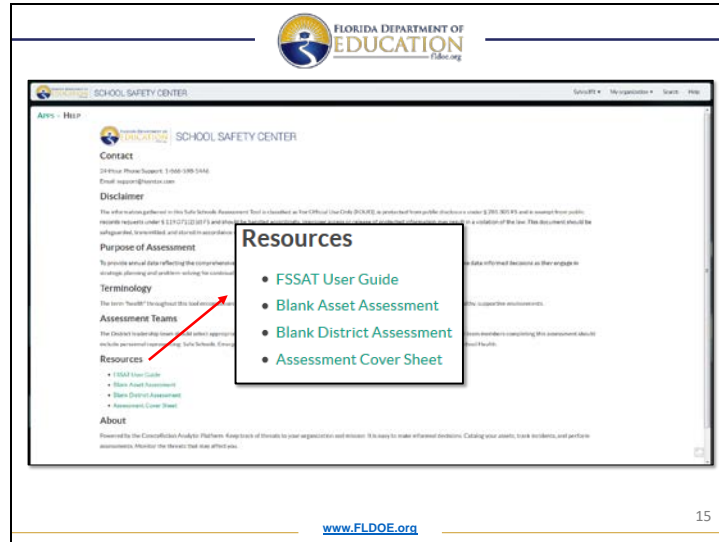


After you log into FSSAT, notice that the top bar stays with you throughout the tool. You will always be able to go to your profile or the 'Help' section no matter where you are in the tool.

The User Guide and other useful documents may be found by clicking on Help in the upper right corner from anywhere in FSSAT.

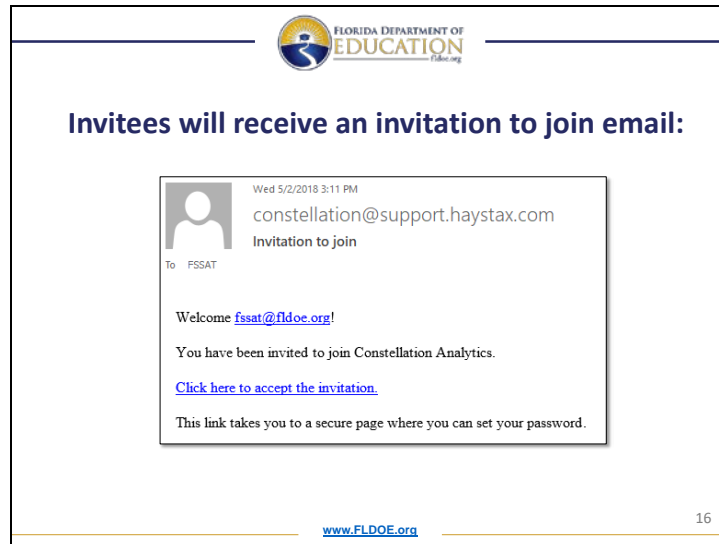
Florida Safe Schools Assessment Tool – Getting Started

Slide 15



To access the user guide and other useful resources, scroll down to the 'Resources' section in Help, then click on the title of the document.

Slide 16



As mentioned previously, once the FDOE access management team completes the invitations, users can expect an invitation email from Constellation within 24-48 hours, excluding weekends and holidays.

The invitation email will come from '**constellation@support.haystax.com**', not the Department of Education. However, an administrator from the Department of Education will follow-up in a separate email to notify you when the invitation was submitted.

Occasionally invites will go to junk, spam, or clutter.

On rare occasions, invites will be filtered by network security.

If you still do not receive the invite after a couple of attempts, you may need to contact your IT department to see if the email was blocked. Your IT department may need to 'white list' the 'haystax.com' address.

Slide 17

The screenshot shows the Florida Department of Education logo at the top center. Below it, the text "Account creation" is displayed. To the right is a form with the following fields and buttons: "Email", "Password", "Login", "Forgot", "Reset password", "First name", "Last name", "Password", "Password again", a checkbox for "I am 13 years or older", a checkbox for "I agree to the terms of service policy", "Accept", and "Cancel". A note at the bottom of the form reads: "Please fill out the form to accept the invitation and create your account." To the left of the form, five numbered instructions are listed, each with a red arrow pointing to a specific part of the form: 1. Enter your first and last name (points to First name and Last name), 2. Create your password, then retype it (points to Password and Password again), 3. Verify you are 13 years or older (points to the checkbox), 4. Agree to the terms of service policy (points to the checkbox), and 5. Click "Accept" (points to the Accept button). At the bottom left of the slide is the URL www.FLDOE.org and at the bottom right is the number 17.

Account creation

1. Enter your first and last name
2. Create your password, then retype it
3. Verify you are 13 years or older
4. Agree to the terms of service policy
5. Click "Accept"

www.FLDOE.org 17

When you click on the link provided in the invitation email, it will take you to an account creation page with a form where you will need to:

- Enter your first and last name,
- Enter a password, then retype it to verify the password,
- Verify you are 13 years or older,
- Agree to the terms of service policy, then
- Click 'Accept'

Slide 18

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Logging in

Clicking 'Accept' will take you to the login page (see below). The light gray box on the lower left side of the screen manages logging in and resetting passwords. To log in to the FSSAT portal:

1. Type in your email address (this will serve as your unique User ID)
2. Type in your password
3. Click the green 'Login' button

NOTE: The login page contains a button called 'Register.' Please be advised that this function is not available to FSSAT users and will not provide access to the system. As previously noted, most users will be invited to join via email.

www.FLDOE.org

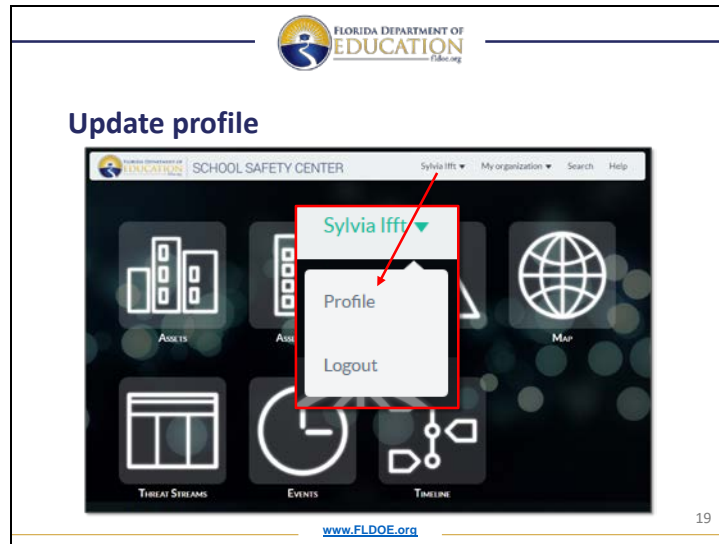
18

Once you click 'Accept' the system will redirect you to the log-in page. Enter your email address and your password.

Again, please avoid using the self-registration feature, as this may delay your access approval to the tool.


Florida Safe Schools Assessment Tool – Getting Started

Slide 19



Once you log into the system for the first time, please take a moment to update your profile information by clicking on your name in the upper right side of the page then choosing 'Profile' from the drop down menu.

Slide 20



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Update profile

- Update profile information
 - **Title:** Add your working title
 - **Organization:** District or School
 - **Phone:** Number we can reach you at regarding questions on your account

Update your profile

Email: sylvia.iff@fldoe.org

Account: fldoe

Data group: Baker, Bay, Alachua, Bradford, ...
Reynard, FS more ...

First name:

Last name:

Title:

Organization:

Phone:

Communication options
 Daily report email

www.FLDOE.org 20

Update profile information:

- Title: Add your working title
- Organization: School District or Lab School, please only enter your district or lab school, not your individual school unless you are assigned a charter school
- Phone: Number we can reach you at regarding questions on your account

Slide 21

The screenshot shows the Florida Department of Education logo at the top. Below it is the heading "Passwords" and a sub-heading "Resetting Passwords Getting Started". A text block states: "Users can reset their passwords from the login page in three easy steps:". Three numbered steps are listed: 1. Click the gray 'Reset password' button and the login box will expand; 2. Type in your email address; 3. Click the red 'Reset' button. To the right is a form with an "Email" field containing "kerrysmith@youremail.com", a "Password" field, and buttons for "Login", "Forgot password", and "Reset password". Below the form are "Reset" and "Cancel" buttons. Arrows point from the instructions to the corresponding UI elements. The URL "www.FLDOE.org" and the number "21" are at the bottom.

Passwords

Resetting Passwords
Getting Started

Users can reset their passwords from the login page in three easy steps:

1. Click the gray 'Reset password' button and the login box will expand
2. Type in your email address
3. Click the red 'Reset' button

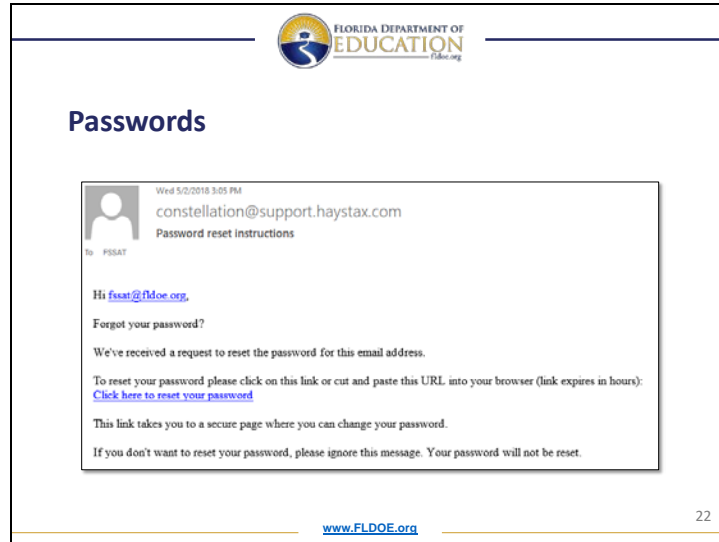
www.FLDOE.org 21

The state administrators do not have access to user passwords. Password resets are automated.

If you forget your password, you may reset it yourself by clicking on the 'Reset password' box on the login-screen, entering your email address in the blank provided, and clicking 'Reset'.

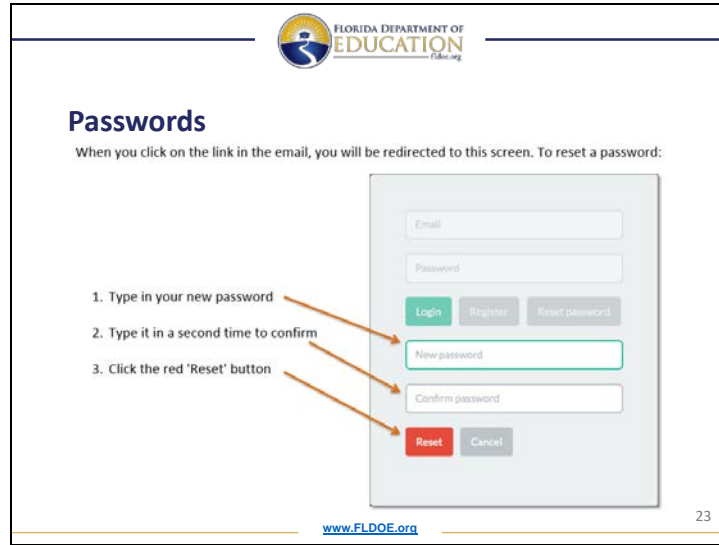
Note: Passwords must contain a minimum of eight characters, including at least one capital letter and one number.

Slide 22



After clicking 'Reset', an email will be automatically sent to you similar to the example here. Clicking on the link provided in the email will redirect you to the following page...

Slide 23



The screenshot shows the Florida Department of Education logo at the top center. Below it, the heading "Passwords" is displayed. A sub-heading reads: "When you click on the link in the email, you will be redirected to this screen. To reset a password:". To the left of the form, there are three numbered instructions with arrows pointing to the corresponding fields in the form:

1. Type in your new password
2. Type it in a second time to confirm
3. Click the red 'Reset' button

The form itself contains the following elements from top to bottom:

- An "Email" input field.
- A "Password" input field.
- Three buttons: "Login" (green), "Register" (grey), and "Reset password" (grey).
- A "New password" input field (highlighted with a green border).
- A "Confirm password" input field.
- Two buttons: "Reset" (red) and "Cancel" (grey).

At the bottom of the slide, the URL www.FLDOE.org is displayed on the left, and the number "23" is on the right.

Simply enter your new password, then retype your password in the blanks provided and click on 'Reset'.

Florida Safe Schools Assessment Tool – Getting Started

Slide 24



Now that you have access the FSSAT portal, you can access the tool's login page at <https://fldoe.haystax.com/#/login>

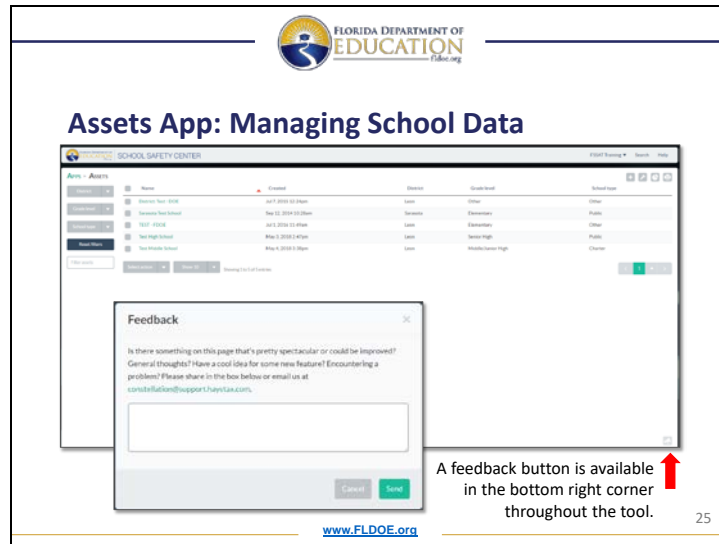
On the home page are icons that provide links to the applications (apps) in FSSAT. The core apps are:

- Assets: a digitized listing of all public and charter schools in Florida
- Assessments: an online survey tool for conducting safety assessments on each school

Other Haystax apps, Incidents, Maps and Threat Streams, will be covered in another training session later this year.

Florida Safe Schools Assessment Tool – Getting Started

Slide 25



Any individual, facility or piece of equipment that has value is known as an asset. In FSSAT, the Assets app is the environment for managing a wide variety of information and digital files for each school campus and other buildings or campuses for the district.

The Districts are also loaded as special assets so the assessments will have something to tie to.

Once you click the Assets icon on the home page, you will be redirected to a new page called the Assets List (seen here). At any time, you can click the green 'Apps' label in the upper left of the page to return to the home page.

The Assets List was initially preloaded with information on more than 6,000 public and charter school facilities in Florida, and these are displayed at the center of the page as seen here. Functional controls on the page allow sorting and filtering, plus searching, adding/deleting assets and printing.

Each school on the list includes the school name, district name, grade level and school type. To activate sorting, click on a column title. A small red arrow to the right of the title indicates which column is being used to sort the data, and in which direction.

Across the top of the main data panel are four column headers, each of which can be used to sort FSSAT data by school name, district, grade level or type of school, respectively.

Florida Safe Schools Assessment Tool – Getting Started

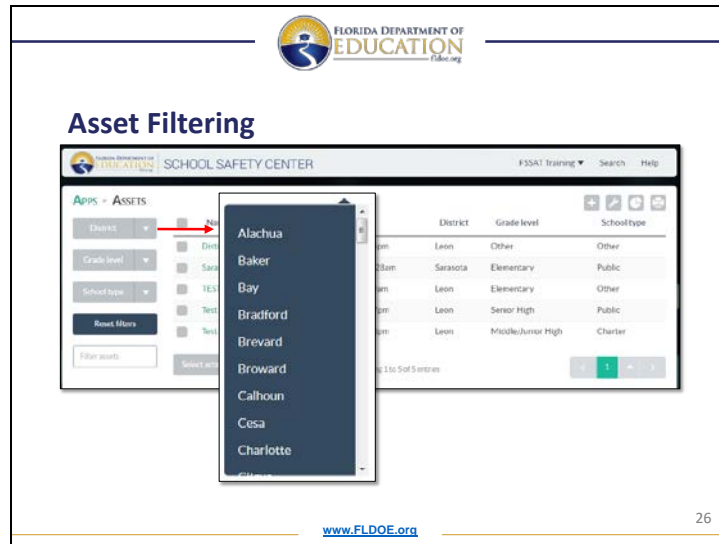
School districts are encouraged to review their list of schools on an annual basis for accuracy. District users may add new schools, and notify the Department of Education of any facilities to be removed from the list.

Districts should also review the information for the individual schools annually and update accordingly.

A feedback button is available in the bottom right corner throughout the tool. The feedback button allows you notify the support team of any issues with or suggestions for the tool.

Florida Safe Schools Assessment Tool – Getting Started

Slide 26



The left-hand panel can filter asset data three different ways, either alone or in combination. This reduces the number of assets displayed on the screen at any given time.

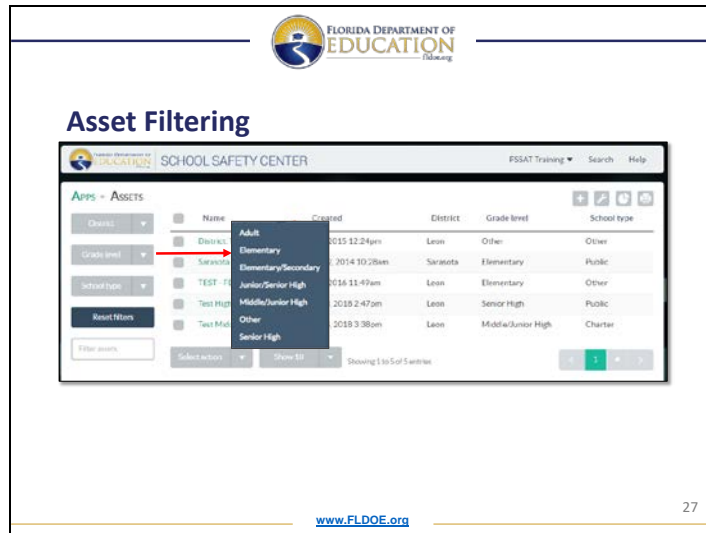
The top button, marked 'District,' is intended for state or regional level users who can see all districts in Florida. This provides an option of seeing only schools in one district on the Assets List.

1. Click the arrow to the right of the 'District' label
2. This produces a drop-down list of all 67 districts
3. Click on a single district

NOTE: Once one, two or three filter options are selected, only the assets that fall into the selected category, or categories will be displayed on the Assets list. You will need to click 'Reset filters' to go back to the full asset list.

Florida Safe Schools Assessment Tool – Getting Started

Slide 27



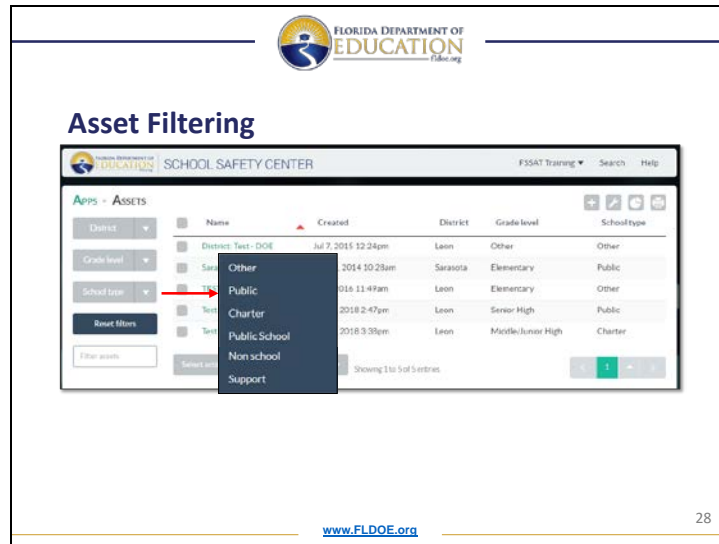
The second button down from the top allows the user to filter by grade level, clicking the same type of arrow and then selecting a particular grade range.

There is also a category called 'Other,' can include grade ranges that do not fit into any of the preset fields.

This feature was updated this past year to make filtering more streamlined for grade levels.

Florida Safe Schools Assessment Tool – Getting Started

Slide 28

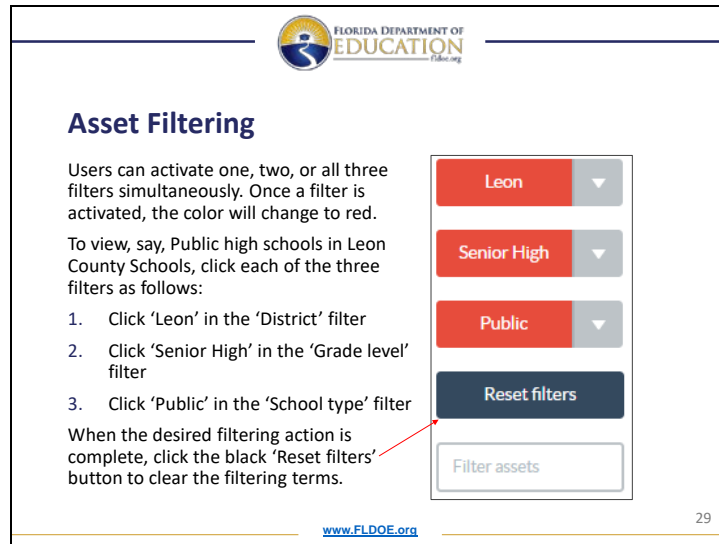


The third button from the top allows the user to filter by school type.

Virtually every school in FSSAT is public or charter, but the system also allows for the inclusion of other types of facilities.

NOTE: There is also an 'Other' category recommended for school types or other non-instructional assets that fall outside of the pre-designated fields, such as Community Service; County Administration; Food Service; Joint Use; Leased to Another Entity; Maintenance; Transportation; etc.

Slide 29



Asset Filtering

Users can activate one, two, or all three filters simultaneously. Once a filter is activated, the color will change to red.

To view, say, Public high schools in Leon County Schools, click each of the three filters as follows:

1. Click 'Leon' in the 'District' filter
2. Click 'Senior High' in the 'Grade level' filter
3. Click 'Public' in the 'School type' filter

When the desired filtering action is complete, click the black 'Reset filters' button to clear the filtering terms.

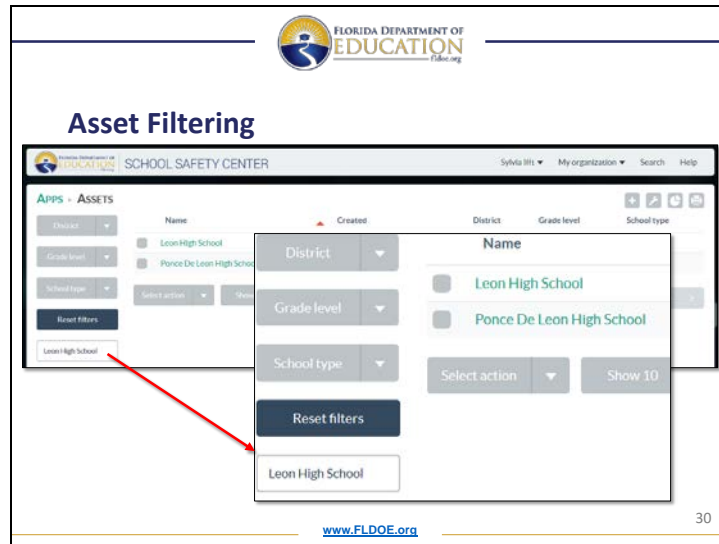
www.FLDOE.org

29

Activated filters are shown in red. Click 'Reset filters' to clear activated filters.

Florida Safe Schools Assessment Tool – Getting Started

Slide 30



You can also search for an asset by typing in the asset name in the 'Filter assets' field.

You may want to make sure the filters are turned off when conducting a search in the 'Filter assets' field. Remember, the filters are off if they are grey.

Florida Safe Schools Assessment Tool – Getting Started

Slide 31

Asset Filtering

Name	Created	District	Grade Level	Asset Type
A.2017's Bureau Charter School	Jun 18, 2014 7:30am	Miami Dade	K-5	Charter
A.7 James Math Science And Technology Academy	Jun 18, 2014 7:30am	Wiltonbrough	K-5	Charter
A.4. Dixon Elementary School	Jun 18, 2014 7:30am	Escambia	K-5	Public
A.3 Crawford Middle High School	Jun 18, 2014 7:30am	Bay	9-12	Public
A.10 Kearsy High School	Jun 18, 2014 7:30am	Bay	9-12	Public
A.8. Kiser Elementary School	Jun 18, 2014 7:30am	Escambia	K-5	Public
A.1. Melissa Middle School	Jun 18, 2014 7:30am	Alachua	6-8	Public
A.4. Dixon Charter School Of Excellence	Jun 18, 2014 7:30am	Escambia	K-5	Charter
A.1.E. Charter School	Jun 18, 2014 7:30am	Polk	K-5	Charter
A.10 Henderson University School & Fac High School	Jun 18, 2014 7:30am	Franklin	Other	Public

www.FLDOE.org

31

If you are having trouble finding a particular asset using the 'Filter assets' function, make sure your filters are clear by hitting reset filters.

If you have determined your asset does not exist in FSSAT, you may create a new asset entry by clicking on the grey '+' icon in the top right of the page. (This will be covered later in the presentation)

Make sure to check with your FSSAT district point of contact or state administrator before adding a school. You may just need additional permissions set to your account.

Slide 32



Here you see the information for an individual school. The asset serves as the building block for the assessment. It is important to update the information on this page on an annual basis, and especially prior to creating an assessment as this information will carry over to the overview and asset section of your assessment. It cannot be modified in the assessment after the assessment is created.

You can change the size or position of any of the information boxes by dragging it with your mouse.

Note: Districts are also loaded into the tool as 'Assets' in order to build the District assessment from. District information is located under the following naming convention (next page)

Florida Safe Schools Assessment Tool – Getting Started

Slide 33

The screenshot shows the 'Assets App: Managing District Data' interface. At the top, there is the Florida Department of Education logo and the text 'FLORIDA DEPARTMENT OF EDUCATION' and 'fldoe.org'. Below the title, there are filter buttons for 'District', 'Grade level', and 'School type', along with a 'Reset filters' button and a 'District:' input field. The main content is a table with columns for 'Name', 'Created', and 'District'. The 'Name' column contains entries like 'District: Alachua', 'District: Baker', etc. The 'Created' column shows timestamps. The 'District' column lists the district names. The entry 'District: Alachua' is circled in red.

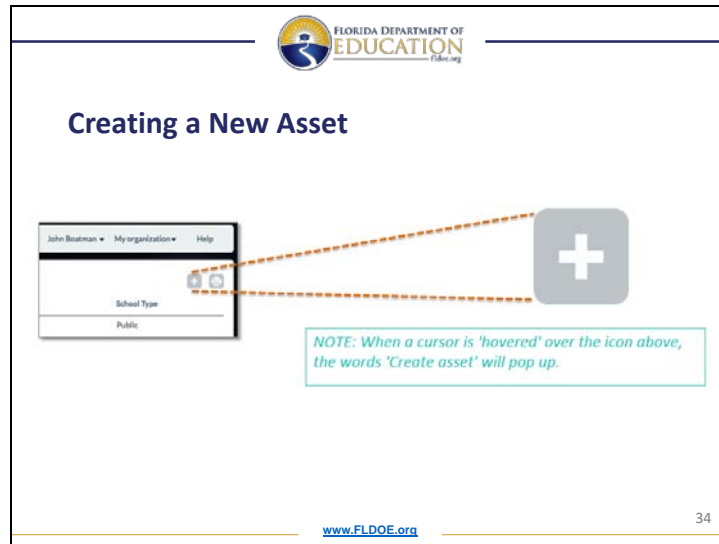
Name	Created	District
District: Alachua	Dec 29, 2014 1:36pm	Alachua
District: Baker	Dec 29, 2014 1:45pm	Baker
District: Bay	Jan 29, 2015 3:47pm	Bay
District: Bradford	Dec 29, 2014 12:49pm	Bradford
District: Brevard	Jan 29, 2015 4:04pm	Brevard
District: Broward	Jan 29, 2015 4:05pm	Broward
District: Calhoun	Jan 29, 2015 4:06pm	Calhoun
District: Charlotte	Jan 29, 2015 4:07pm	Charlotte
District: Citrus	Jan 29, 2015 4:08pm	Citrus
District: Clay	Jan 29, 2015 4:09pm	Clay

www.FLDOE.org 33

District(colon)(space)name of the district, for example Alachua is listed as ‘District: Alachua’

Reminder – check the information in your District Asset in the assessments application prior to creating your assessment.

Slide 34



If you have a new school in your area of responsibility, or your school is not listed, you may need to add a school.


You will notice when you hover over the '+' icon 'Create asset' will pop up.

Click on the '+' icon an asset overview box will open up asking you for information about your asset.

However, if you do not see any assets listed for your area of responsibility, contact an administrator because your access permissions may not be properly set and creating a new asset, or adding a school, may cause the system to have a duplicate entry.

Make sure your users check with you as the FSSAT district point of contact or state administrator before adding a school. The user's permissions may not be set correctly.

Slide 35



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Creating a New Asset

1. Type the school name, address, phone number, in the relevant boxes
2. Choose the district name and grade level from the drop down menus
3. If the school is a charter, private or other non-public school, enter the name of the owner or operator
4. Choose the school type from the drop down menu
5. Optional: Add a tag
6. Add your district to the permissions
7. When finished, click the green 'Save' button

Asset overview

Name:

Address:

Address 2:

City:

State/Zip:

County:

District:

Grade:

Owner:

Phone:

Type:

Assets: Add

Tags: Add

Permissions: Add

35

www.FLDOE.org

Once you click on the create asset icon, the asset overview box will pop up. Enter the information for your school in the blanks provided.

Unless the school is a charter, the owner will be the school district.

Tags are an optional feature that allow the user to flag schools with additional characteristics that involve safety and security, such as shelters.

Once you have completed all the fields, click save and the system will redirect you back to the main asset list.

Florida Safe Schools Assessment Tool – Getting Started

Slide 36

The screenshot displays the 'SCHOOL SAFETY CENTER' interface. At the top, it features the Florida Department of Education logo and navigation links for 'FSSAT Training', 'Search', and 'Help'. Below this, the 'ASSETS' section is visible, containing a table with columns for Name, Created, District, Grade level, and School type. A red arrow points to a print icon in the top right corner of the table's header area.

Name	Created	District	Grade level	School type
District: Test - DOE	Jul 7, 2015 12:24pm	Leon	Other	Other
Sarasota Test School	Sep 12, 2014 10:28am	Sarasota	Elementary	Public
TEST - FDOE	Jul 1, 2016 11:49am	Leon	Elementary	Other
Test High School	May 3, 2018 2:47pm	Leon	Senior High	Public
Test Middle School	May 4, 2018 3:38pm	Leon	Middle/Junior High	Charter

Users can print asset or assessment information from most places within the tool.

Click on the print view icon is located in the upper right corner of the page.

Slide 37

Printing an Asset List

In the upper right of the Assets List page, next to the 'Create asset' button, is a 'Print view' icon.

Clicking the printer icon opens a new browser window, from which the user can select from the same core asset filters (District, Grade Level, School Type) and print out a report of all assets selected (the example to the right shows Polk County schools).

NOTE: In most of the major web browsers the user can also elect to save the printed document as an Asset Report in PDF format, for easier distribution to non-ESSAT users. See individual browser help menus for exact instructions on their particular 'Save-As' functions.

Name	District	Grade Level	School Type
A.C.E. Charter School	Polk	K-5	Charter
Academic Research Center (ARC)	Polk	9-12	Charter
Achievement Academy	Polk	K-5	Charter
Adjudicated Youth	Polk	Other	Public
Agency Crisis Treatment Service	Polk	Other	Public
Alpa Frostwood Child Development Center	Polk	K-5	Public
Alta Vista Elementary School	Polk	K-5	Public
Alturas Elementary School	Polk	K-5	Public


www.FLDOE.org

37

A new browser window will open with filtering options at the top of the page.

From here you can filter the list, or print (ctrl + p) the entire list using the print feature in your browser.

Slide 38



Create an Assessment – Quick Start

School Assessments

- Choose the *School Security Risk Assessment 2018-2019* template.
- Districts are required to complete this assessment for each public school
- Due by August 1, 2018

District Assessments

- Choose the *District Best Practices Assessment 2018-2019* template.
- Each district only completes one district assessment annually.
- Due by October 31, 2018

www.FLDOE.org

38

You will need to ‘**create**’ an assessment for your school or district before you can complete the information in the assessment template.

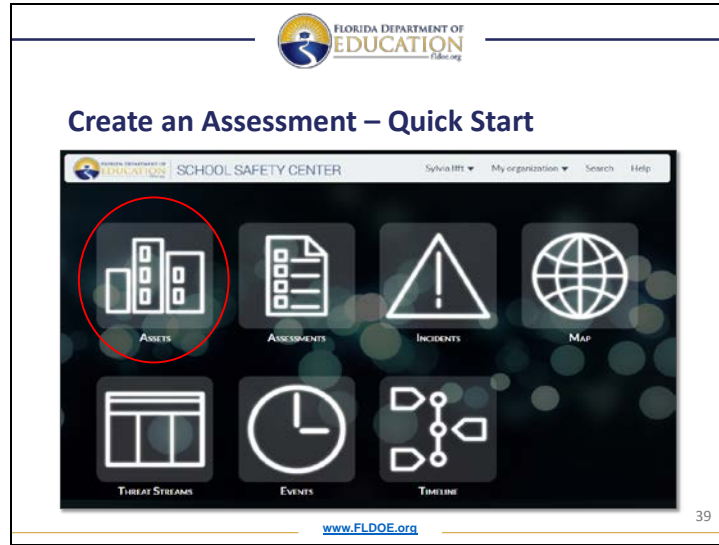
Remember! There are two assessment template types for 2018-2019. Make sure you select the correct assessment template

Please be mindful that the due dates listed in this presentation are when assessments are due to the department. Your districts may have earlier due dates in order to complete a review process.

The following slides will cover the information in the quick start handout.

Florida Safe Schools Assessment Tool – Getting Started

Slide 39



You can now create assessments directly from the assets application. Click on the assets application to begin.

Florida Safe Schools Assessment Tool – Getting Started

Slide 40

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Create an Assessment – Quick Start

Assets - ASSETS

District	Name	Created	District	Grade level	School type
District: Test - DOE		Jul 7, 2015 12:24pm	Leon	Other	Other
Sarasota Test School		Sep 12, 2014 10:28am	Sarasota	K-5	Public
TEST - FDOE		Jul 1, 2016 11:49am	Leon		Other
Test High School		May 3, 2018 2:47pm	Leon	Senior High	Public

Filter assets

Use the Filter assets field to search for your school if you do not see it in the list.

www.FLDOE.org

40


From the school list in the Assets application, click on the name of your school.

If you do not see your school, conduct a key word search in the field located underneath the Reset filters button. Also, make sure the filters are turned off (the District, Grade Level, and School Type boxes should be gray as shown in the example below when the filters are off). If they are red, click, to turn the filters off.

If you still do not see your school, contact your district FSSAT point of contact.

Florida Safe Schools Assessment Tool – Getting Started

Slide 41

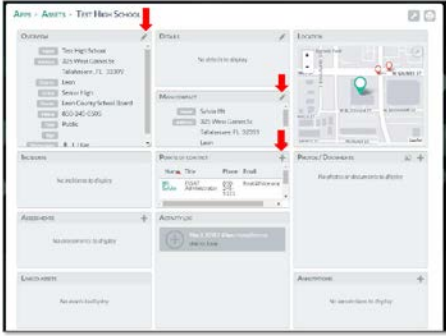


FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Create an Assessment – Verify Information

Verify the school info - click on the pencil to edit

Click the plus icon to update points of contact



www.FLDOE.org

41

After your school information opens, verify all the information is correct in the asset including points of contact. To update any of the information for your school, click on the pencil icon in the upper right corner of the appropriate information box.

To update the points of contact, click on the plus icon to add new points of contact. To remove out of date contacts, click the garbage can on the line next to their contact. You may want to enlarge the Points of contact box by dragging the edges so that the entire contact list is visible – see example on next slide.

NOTE: The information cannot be changed on the assessment template; so make sure all the school information is accurate **before** creating your assessment.

Florida Safe Schools Assessment Tool – Getting Started

Slide 42

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Create an Assessment – Update Points of Contact

Click on the garbage can symbol to remove a contact from the list

Drag the corner of the box to change the size and position of any info-box

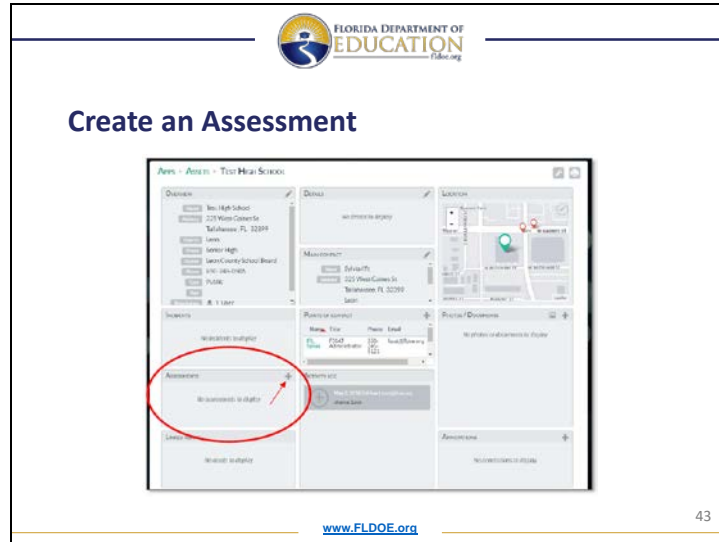
www.FLDOE.org

42

It is recommended that you add the contact information for all of the school's emergency points of contact, including the utility providers (power, water, fuel, data, communications, law enforcement response, fire rescue and emergency medical services including hospital information) prior to starting your assessment. You will be asked for this information as you are completing the assessment.

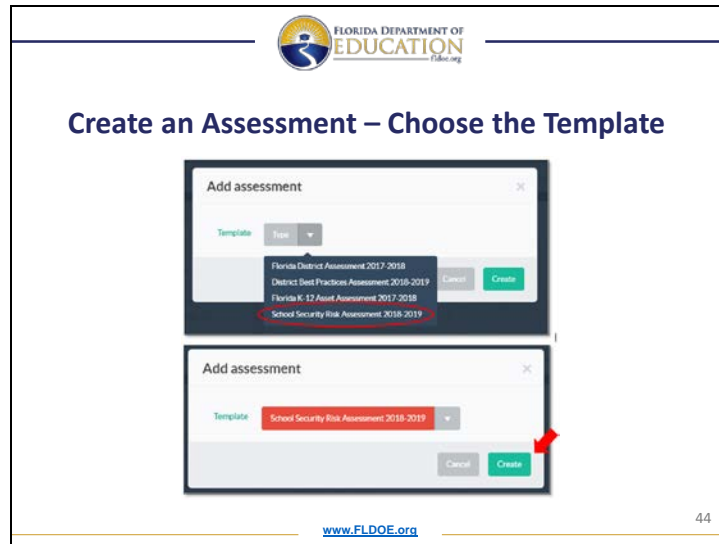
Florida Safe Schools Assessment Tool – Getting Started

Slide 43



After you update all of your contact information, you are ready to create the assessment. Click on the plus symbol in the assessments box

Slide 44

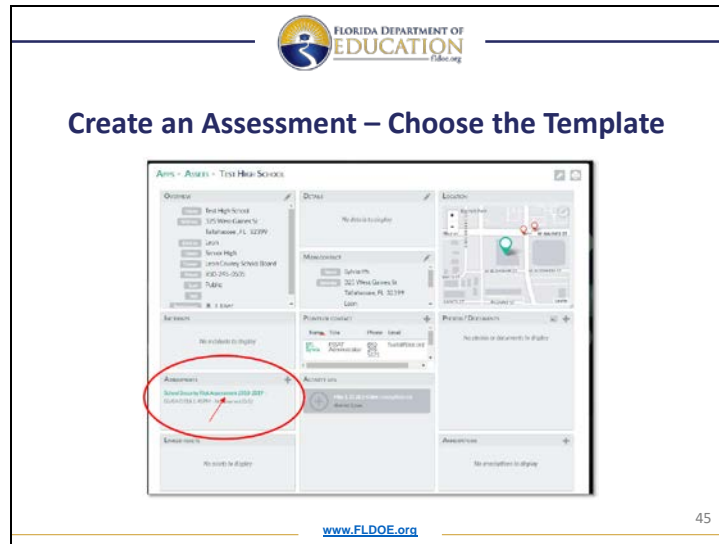


The 'Add assessment' box should open. Choose the '**School Security Risk Assessment 2018-2019**' template from the Template Type drop down options.

Then click 'Create'.

Florida Safe Schools Assessment Tool – Getting Started

Slide 45



Your assessment should now show in the assessment box for your school. You can now access your assessment either from the assessments application or from the school itself as seen here.

Click the green **'School Security Risk Assessment 2018-2019'** link, and your new school assessment form will open in the Assessments application, where you can edit assessment details and begin entering information in each section of the assessment itself.

Florida Safe Schools Assessment Tool – Getting Started

Slide 46



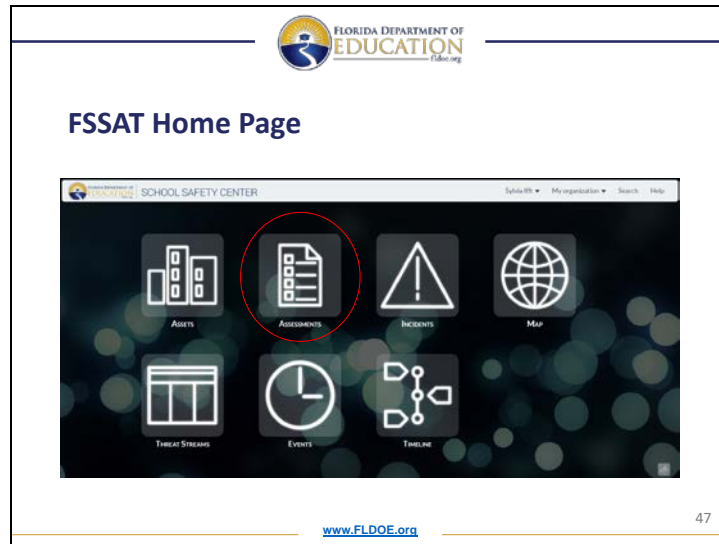
Before you complete each subsequent assessment section, please take a moment to verify the information in the **Overview** section's '**Assessment information**' box and to add important assessment details. To edit, click the pencil icon to open the box. From here, you can update the '**Start date**', '**End date**', and '**Assigned to**' fields. Either you may assign the assessment to yourself by clicking the '**Assign myself**' button, or if you are a district assessment coordinator, you may assign the assessment to another FSSAT user.

Since you created the assessment from the school entry, there is no need to update the '**Permissions**' field as the permissions automatically carry over from the asset to the assessment. You may also leave '**Tags**' and '**Incidents**' blank.

Click '**Save**' when you are finished.

Remember, the '**Asset**' section information auto populated from the school information in the '**Assets**'. This information cannot be changed on the assessment template.

Slide 47



Assessments can be completed for any assets located in the assets application from either the assets application, as was already covered, or from the assessments application. Note: You will not be able to create an assessment if there is not an asset to tie it to, or if you are not granted permissions for the asset you are trying to create an assessment for.

All of the districts have been loaded as special assets. When you are ready to create your District Safety and Security Assessment, you will look for District: (space) and the name of your district. For example 'District: Leon'

Remember! There are two assessment template types for 2018-2019. Make sure you select the correct assessment template:

School Assessment

For school assessments: choose the *School Security Risk Assessment 2018-2019* template.

- Districts are required to complete this assessment for each public school.
- These assessments are due by August 1, 2018.

District Assessment

For the district best practices assessment: choose the *District Best Practices Assessment 2018-2019* template.

- Each district only completes one district assessment annually.
- These assessments are due by October 31, 2018.

Florida Safe Schools Assessment Tool – Getting Started

If you accidentally create an assessment using the wrong template, go ahead and create a new assessment using the correct template, then submit a request to FSSAT@fldoe.org to have the incorrect assessment deleted.

Slide 49

Assessment Filtering

APPS > ASSESSMENTS

Status:

Filter assessments:

Asset	Assessment
District: Test - DOE	District Best Practices Assessment 2018-2019
Test High School	School Security Risk Assessment 2018-2019
Test School - Oldest Wooden School House	School Security Risk Assessment 2018-2019
Test School - Oldest Wooden School House	School Security Risk Assessment 2018-2019
TEST - FDOE	School Security Risk Assessment 2018-2019
Test School - Oldest Wooden School House	School Security Risk Assessment 2018-2019
District: Test - DOE	School Security Risk Assessment 2018-2019
District: Test - DOE	District Best Practices Assessment 2018-2019
Test School - Oldest Wooden School House	School Security Risk Assessment 2018-2019
District: Test - DOE	District Best Practices Assessment 2018-2019

Select action: Showing 1 to 10 of 10 entries

www.FLDOE.org

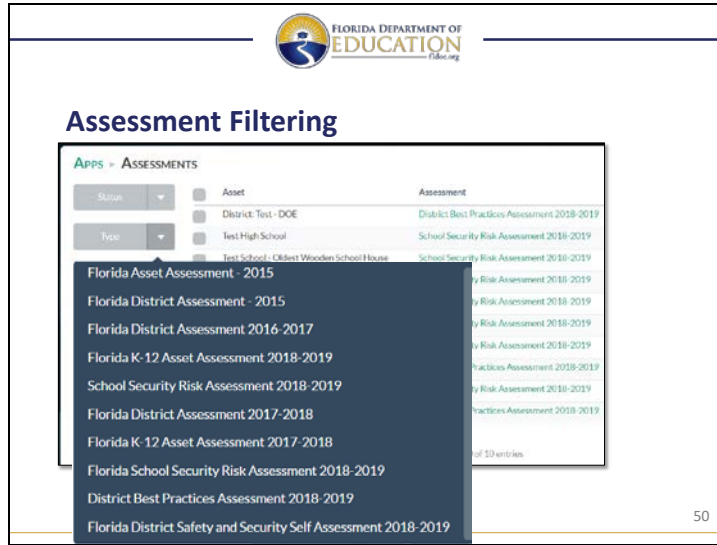
49

Users can use the Status filter to see how many assessments are:

- Created and are 'In Progress'
- Created, but 'Not Started'
- Completed and 'Submitted'

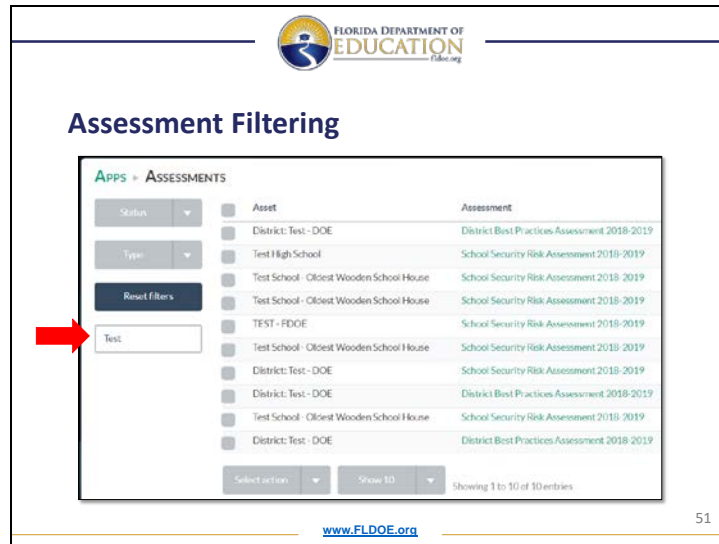
Florida Safe Schools Assessment Tool – Getting Started

Slide 50



Both district and asset assessments for all years will be included in the assessments list unless you filter by 'Assessment Type'

Slide 51



Just like in the assessments application, users can search for a particular assessment by entering a name or key word for your school or district in the 'Filter Assessments' field.

Remember, if you are having trouble finding your assessments using the 'Filter Assessments' field, reset the filters to clear previous filtering.

Other reasons why you may not be able to find your assessment are:

- You have not been granted permissions to view assessments for a particular district. In this case contact your administrator for access.
- The assessment was not created.

Florida Safe Schools Assessment Tool – Getting Started

Slide 52

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Creating an Assessment in the Assessments App

SCHOOL SAFETY CENTER Sylvia Ifft My Account Search Help

APPS - ASSESSMENTS

Asset	Assessment	Assigned to	Created	Complete	Status
Test School - Clewiston School House	School Security Risk Assessment 2019-2019	sylvia.iff@fldoe.org	Apr 11, 2019 2:43pm	0/5	Not Started
District Test - DOE	District Best Practices Assessment 2019-2019	sylvia.iff@fldoe.org	Apr 11, 2019 2:42pm	0/10	Not Started

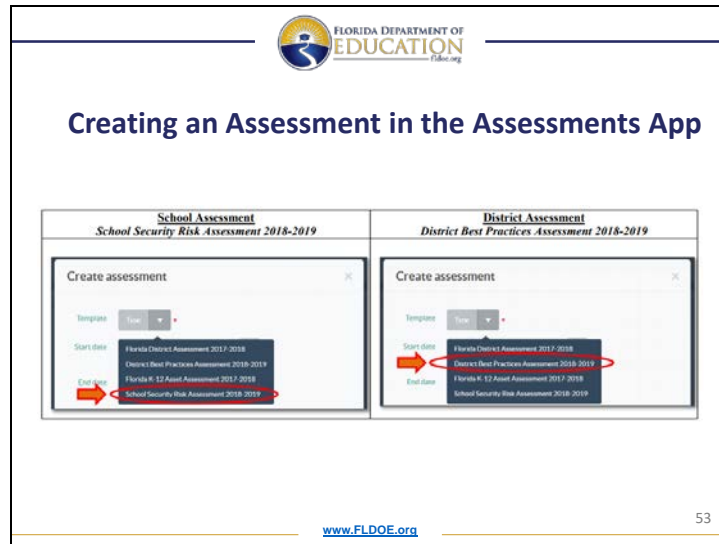
Select action Show 10 Showing 1 to 2 of 2 entries (Filtered from 307 total entries)

www.FLDOE.org 52

You may still create an assessment from the assessments application. This is useful when creating multiple assessments at once. For example, you can create school security risk assessments for multiple schools using this feature.

To get started, click on the 'create assessment' icon at the top left of the screen (it's the grey box with the 'plus' symbol in it).

Slide 53



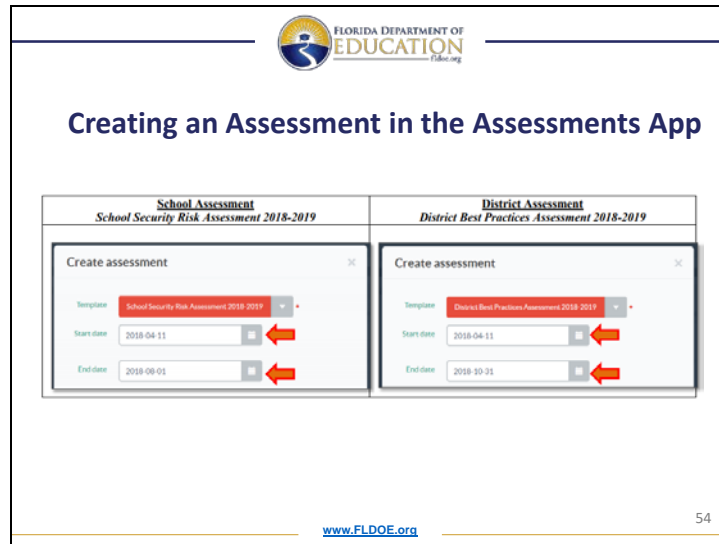
In the pop-up window, choose the assessment template from the drop down menu for the type of assessment you need:

Schools: School Security Risk Assessment 2018-2019

District: District Best Practices

On this and the following slides, we will walk through the steps for creating both types of assessments.

Slide 54



Type the start and end dates of the assessment into the 'Start date' and 'End date' fields using the format YYYY-MM-DD, or use the calendar icon to the right of the field to choose the assessment start and end dates and hit 'enter.'

Start and end dates are determined by the district/user. Enter the times you anticipate starting and completing the assessment. The end date can be modified at any time during the assessment process.

For school assessments, this date is August 1, 2018 (unless the district establishes an earlier date)

- This can be changed to the date the assessment is actually completed

For District assessments, this date is October 31, 2018 (unless the district establishes an earlier date)

- The Department recommends the end date be changed to the date of school board approval for district assessments before submitting the final assessment.

If you are a school, or part of an assessment team, make sure you verify due dates with your districts.

REMEMBER! Districts may set earlier due dates to allow for a review period.

Florida Safe Schools Assessment Tool – Getting Started

Slide 55

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Creating an Assessment in the Assessments App

School Assessment	District Assessment
<i>School Security Risk Assessment 2018-2019</i>	<i>District Best Practices Assessment 2018-2019</i>
Create assessment	Create assessment
Template: School Security Risk Assessment 2018-2019	Template: District Best Practices Assessment 2018-2019
Start date: 2018-04-11	Start date: 2018-04-11
End date: 2018-08-01	End date: 2018-10-31
Assigned to: <input type="text" value="spiva.ph@fldoe.org"/> Assign myself	Assigned to: <input type="text" value="spiva.ph@fldoe.org"/> Assign myself

Click "Assign myself" to enter your email address, or type the email address of the person responsible for this assessment.

Note: If you assign someone else who does not have access to FSSAT, You will need to work with the administrator to get that person registered.

www.FLDOE.org

55

Enter the email address of the primary person responsible for coordinating the completion of the assessment in the **'Assigned to'** field.

If that person is you, then click the **'Assign myself'** button to the right of the **'Assigned to'** field and your email address will auto populate the field.

Note: users must have access to FSSAT in order to be assigned to an assessment. Please coordinate with your district's FSSAT assessment coordinator, or Single Sign-On lead technician regarding access.

Slide 56

The screenshot displays the Florida Department of Education logo at the top center. Below it, the title "Creating an Assessment in the Assessments App" is centered. The content is divided into two columns: "School Assessment" and "District Assessment".

School Assessment: School Security Risk Assessment 2018-2019
For school assessments, start typing the name of your school and choose it when it appears in the drop down options. If your school does not show up as an option, contact your administrator.

(a) A screenshot of the "Assets" field with "Test" entered. A dropdown menu is open, showing options like "TEST - DOCK", "Test School - Oldest Woodens School House", "District Test - DOE", "District Test School", and "Test Training". Red arrows point to the "Add" button and the dropdown menu.

(b) A screenshot of the "Assets" field with "Start typing the asset name here" entered. A dropdown menu is open, showing "Test School - Oldest Woodens School House". A red arrow points to the dropdown menu.

District Assessment: District Best Practices Assessment 2018-2019
For district assessments use the following format: "District: Leon" This may run a little slow for some users as the system will attempt to auto populate the drop down options as you are typing the information into the assets field.

(a) A screenshot of the "Assets" field with "Test" entered. A dropdown menu is open, showing options like "TEST - DOCK", "Test School - Oldest Woodens School House", "District Test - DOE", "District Test School", and "Test Training". Red arrows point to the "Add" button and the dropdown menu.

(b) A screenshot of the "Assets" field with "Start typing the asset name here" entered. A dropdown menu is open, showing "District: Test - DOE". A red arrow points to the dropdown menu.

At the bottom of the slide, the URL www.FLDOE.org is displayed on the left and the number "56" is on the right.

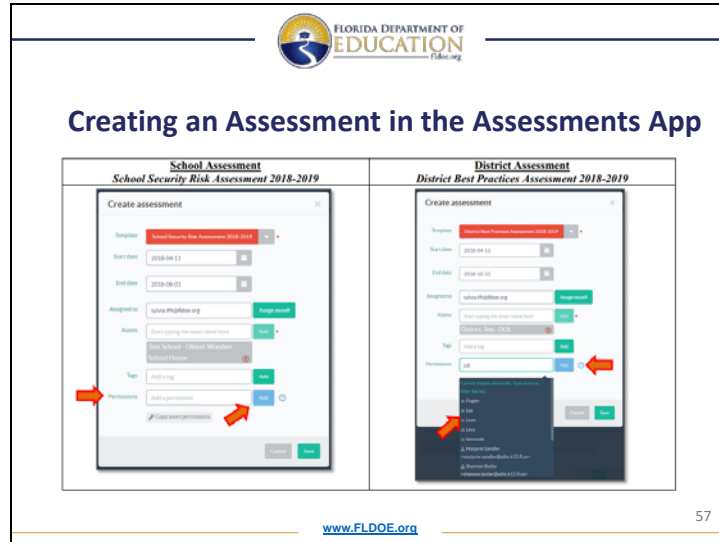
To add one or more schools to an assessment, or to add a district best practices assessment, start by

- Typing your school or district into the Assets field.
- Then choose the school or district from the dropdown options.
- Then click 'Add.'

Once you add your school or district, you will see it in a gray box below the assets field. **You will not be able to save the template until the school or district is shown below the Assets field.**

Again, if you are the district assessment coordinator, you may add multiple schools to the School Security Risk Assessment template using this option. However, each district will only create one District Safety and Security Assessment template.

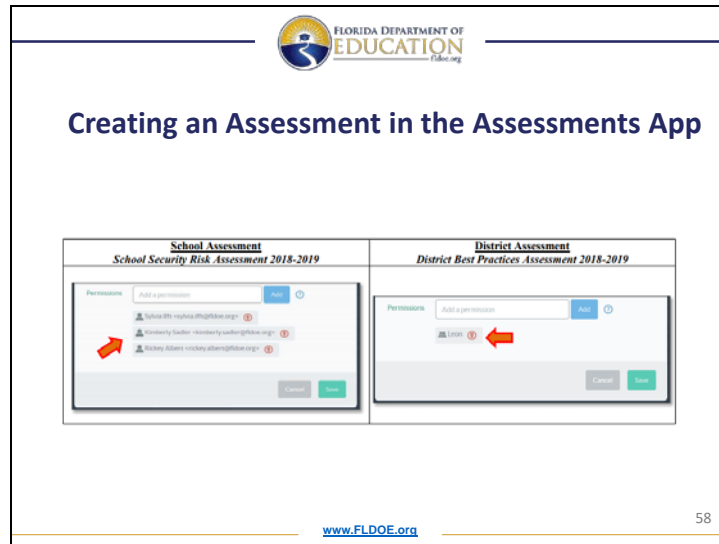
Slide 57



Skip the ‘**Tags**’ field (leave it blank).

Choose the group(s) or users authorized to access the assessment by typing the name of the user or group (district) in the ‘**Permissions**’ field. Options will populate below the ‘**Permissions**’ field (see example under District Assessment below). Choose the group or user from the drop down options and click ‘**Add**’. The system will then display the groups or users with access to this assessment below the ‘**Permissions**’ field.

Slide 58



Charter schools may only access their charter school. Make sure you choose the assessors assigned to that particular school when creating an assessment, such as the charter school assessor and the district FSSAT assessment coordinator.

In the example here, only Sylvia Ifft, Kimberly Sadler, and Rickey Albert can see the school assessment, however all users assigned to the Leon group can view the District Assessment.

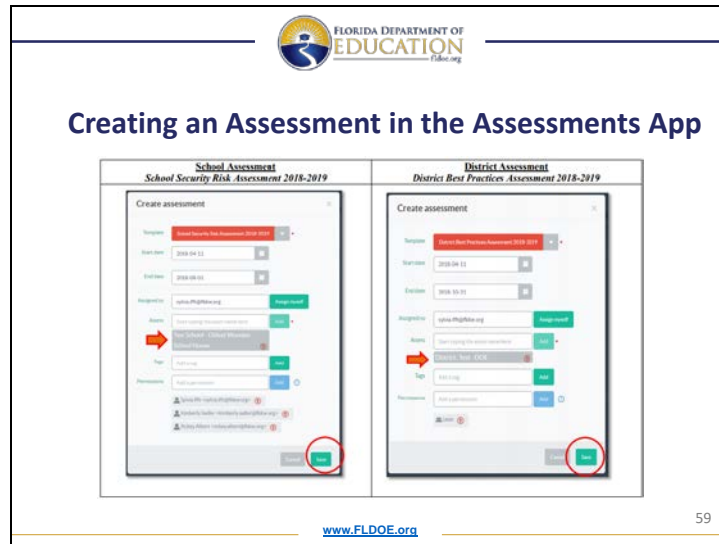
Notes:

If you do not add any permissions to the Permissions field, the system will assume you want the assessment permissions copied from the asset. Therefore, FSSAT will show 'Copy asset permissions' until modified by the person creating the assessment.

Furthermore, make sure the assessment does **not** show 'Tenant'. If Tenant shows below the Permissions field, the assessment will be visible **statewide** to all FSSAT users.

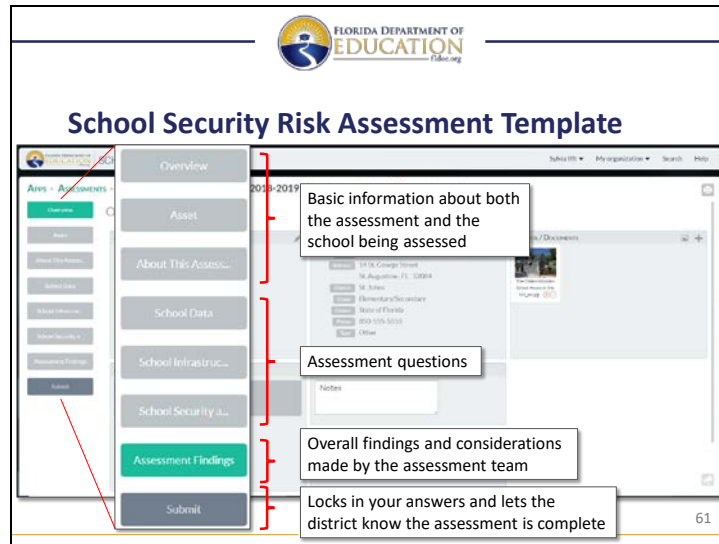
Florida Safe Schools Assessment Tool – Getting Started

Slide 59



You are now ready to save your assessment by clicking ‘Save.’

Note: Your template will not save until the school or district is shown below the Assets field. (See red arrow in example above)



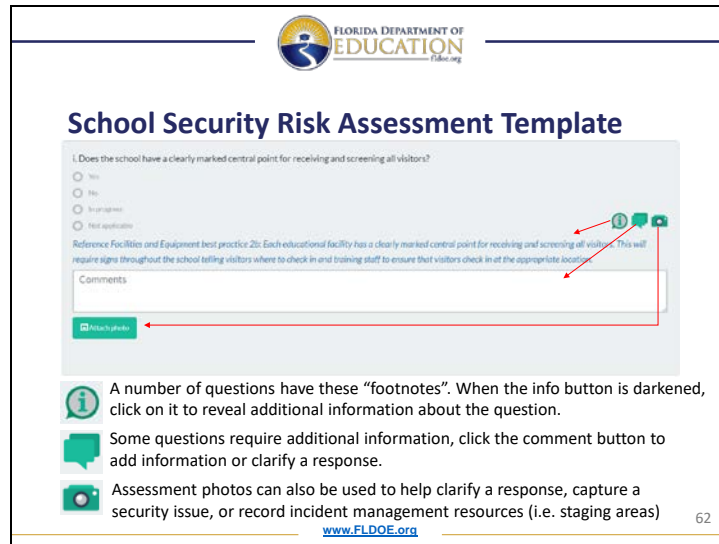
This is the view of the School Security Risk Assessment home page. The information in the Overview section is pre-populated from the information entered for the school in the Assets application. If the information is incorrect in the overview page, you will need to go back to the Assets application, correct the information, then create a new assessment. Then, submit a request to FSSAT@fldoe.org to delete the bad assessment.

There are seven sections of the assessment:

- The first three: 'Overview', 'Asset', and 'About this Assessment' contain basic information about both the assessment and the school being assessed.
- The next three: 'School Data', 'School Infrastructure', and 'School Security and Threat Management' contain the actual assessment questions the team must answer
 - As you complete the assessment, you will note there are a number of questions highlighted in yellow. These questions are meant to indicate information important related to incident management and response. Any user with access to this information can print a short version of this assessment to pull critical information during an emergency response. It is important that these questions be answered thoroughly.
- The final section is 'Assessment Findings': Here you will enter the overall findings and considerations made by the assessment team. You can also attach a copy of any public safety report to the 'Overview' section to support your answers to these questions.

Do not submit the assessment until you are completely finished. Submitting the assessment will lock the answer choices and you will no longer be able to edit the assessment unless an administrator unlocks it for you.

Slide 62



School Security Risk Assessment Template

i. Does the school have a clearly marked central point for receiving and screening all visitors?

Yes
 No
 In progress
 Not applicable

Reference Facilities and Equipment best practice 2b: Each educational facility has a clearly marked central point for receiving and screening all visitors. This will require signs throughout the school telling visitors where to check in and training staff to ensure that visitors check in at the appropriate location.

Comments

Attach photo

A number of questions have these “footnotes”. When the info button is darkened, click on it to reveal additional information about the question.

Some questions require additional information, click the comment button to add information or clarify a response.

Assessment photos can also be used to help clarify a response, capture a security issue, or record incident management resources (i.e. staging areas)

www.FLDOE.org 62


i. Does the school have a clearly marked central point for receiving and screening all visitors?


Yes
 No
 In progress
 Not applicable


Reference Facilities and Equipment best practice 2b: Each educational facility has a clearly marked central point for receiving and screening all visitors. This will require signs throughout the school telling visitors where to check in and training staff to ensure that visitors check in at the appropriate location.

Comments


Attach photo

 A number of questions have these “footnotes”. When the info button is darkened, click on it to reveal additional information about the question.

 Some questions require additional information, click the comment button to add information or clarify a response.

 Assessment photos (or other documents) can also be used to help clarify a response, capture a security issue, or record incident management resources (i.e. staging areas)

Slide 63



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org


Review

- Marjory Stoneman Douglas Public Safety Act
- School Security Risk Assessments
- Safety and Security Best Practices Report
- Florida Safe School Assessment Tool (FSSAT)
- Getting started
 - Access
 - Assets
 - Assessments

www.FLDOE.org

63

Slide 64



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Webinar Schedule

Florida Safe Schools Assessment Tool – Getting Started
May 8, 2018 - 2:00 p.m., EDT (Safety Assessment Coordinators)
May 10, 2018 - 10:00 a.m., EDT (Charter Schools)
May 11, 2018 - 10:00 a.m., EDT (Make-up session for Districts and Charter Schools)

Finalizing School Security Risk Assessments in FSSAT
May 22, 2018 - 2:00 p.m., EDT (Safety Assessment Coordinators)
May 24, 2018 - 10:00 a.m., EDT (Charter Schools)
May 25, 2018 - 10:00 a.m., EDT (Make-up session for Districts and Charter Schools)


District Assessments – Completing and Integrating School Security Risk Assessments
May 29, 2018 - 2:00 p.m., EDT (Safety Assessment Coordinators)
May 31, 2018 - 10:00 a.m., EDT (Make-up session)

Aggregating Data and Submitting the District Report
June 5, 2018 - 2:00 p.m., EDT (Safety Assessment Coordinators)
June 7, 2018 - 10:00 a.m., EDT (Make-up session)

www.FLDOE.org

64

Slide 65



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Resources

Sections 1006.1493, and 1001.212(1), Florida Statutes

Office of Safe Schools: <http://www.fldoe.org/safe-schools>

FSSAT Login: <https://fldoe.haystax.com/#/login>

FSSAT Inbox: FSSAT@fldoe.org

www.FLDOE.org

65

Slide 66



Questions?

Sylvia Ifft
Sylvia.Ifft@fldoe.org
850-245-5121

FSSAT Inbox
FSSAT@fldoe.org

Office of Emergency Management
850-245-0019

www.FLDOE.org

66

Please contact the FSSAT inbox at FSSAT@fldoe.org with any questions regarding the tool.

Slide 67

