

Health and Safety (H&S) Website Instructions

The H&S website (<http://education.state.mn.us/HealthAndSafety/HealthAndSafety.do>) shows your district’s H&S project detail. You may also reach this site from [MDE’s web page](#) choose School Support > Data Submissions, then on the left side of the screen scroll down and choose “Health and Safety.” Enter the district’s unique 4-digit district number, and MDE assigned 4-digit password. If the district does not have a 4-digit district number, zero must be used as a prefix, for example, 0196. If the password is unknown, please contact Michael Oxborough at 651-582-8509 or [michael.oxborough@state.mn.us](mailto:michael.oxborough@state.mn.us).

Fiscal Year	Finance Code	Building Name	State Approval	Approved Amount
District 0000	Project Number	Project Description		Proposed Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>		0.00
		<input type="text"/>		<input type="text" value="0.00"/>

Populate **all** data entry fields (highlighted in red) for the fiscal year (2-digits), finance code (347, 349, 352, 358, 363, 366) building name, project description and proposed amount (only numbers 0-9 and decimal; **No comma, dollar sign or other special characters**), then click “Add Project”.

14	347	High School		0.00
<a href="#">Update</a>	GEN.	Repair guards on bench grinder		500.00

Approvals are Yes, No, NMI (needs more information) or PPA (provisional project approval). A “...” means no MDE action has been taken, and “GEN” means MDE has not yet assigned a unique 5-digit project number.

14	347	High School	YES	500.00
<a href="#">Update</a>	67657	Repair guards on bench grinder		0.00

Project 67657 has been approved for \$500. To request more funding for this project, click on the UPDATE button at left, enter the new amount (\$600) in the PROPOSED amount field, and click “Add Project”.

14	347	High School	YES	500.00
<a href="#">Update</a>	67657	Repair guards on bench grinder		600.00

The APPROVED amount field displays \$500 and the PROPOSED amount field displays \$600, awaiting MDE approval for the additional \$100. When MDE grants approval, the APPROVED amount will change to \$600 and the PROPOSED amount to zero.

14	347	High School	YES	600.00
<a href="#">Update</a>	67657	Repair guards on bench grinder		0.00

Any PROPOSED amount that is less than the APPROVED amount (\$400) will automatically transfer to the APPROVED amount field, leaving the PROPOSED amount zero. Since any reduction is originated by the district, including zero to cancel the project, any future restoration will be treated like a new project, so reduce amounts only when certain. If changes to project are to be discarded, use the RESET PROJECT button before using the UPDATE PROJECT button.

14	347	High School	YES	400.00
<a href="#">Update</a>	67657	Repair guards on bench grinder		0.00

Any amount request increase remains in the PROPOSED amount field until approved by MDE. Updated proposed amounts that have substantially increased from previous approvals will be expedited with the inclusion of an e-mail to [michael.oxborough@state.mn.us](mailto:michael.oxborough@state.mn.us). The e-mail should include contact information (district number and phone number), projection description and the individual 5-digit project number. The e-mail shall provide an explanation regarding changes to substantiate the new proposed amount, including paid invoices if available.

**Additional Modifications:**

If a proposed H&S project is improperly coded, MDE will make a noted change only when the project is initially approved.

14	349	High School	...	0.00
<a href="#">Update</a>	GEN.	Repair guards on bench grinder		500.00

14	347	High School	YES	500.00
<a href="#">Update</a>	67657	Repair guards on bench grinder (MOVED TO 347)		0.00

The district may e-mail [Michael Oxborough](mailto:Michael.Oxborough) to request a project that has not started to be changed to a different fiscal year. Please include the individual 5-digit project number, project description desired fiscal year, and district contact information. The district is responsible to ensure MDE fiscal year requests are accurately processed.

If a project continues into one or more fiscal year, the existing approved project (\$50,000 in FY 2013) must be updated to what was reported on UFARS per fiscal year (\$30,000 in FY 2013). Then create a new project to move forward the balance (\$20,000 in FY 2014) with reference to the previous project number.

**Attachment 2**

13	363	High School	YES	50000.00
<a href="#">Update</a>	51420	Replace fire alarm panel, SFM inspection #154201, item #2		0.00
13	363	High School	YES	30000.00
<a href="#">Update</a>	51420	Replace fire alarm panel, SFM inspection #154201, item #2		0.00
14	363	High School	...	0.00
<a href="#">Update</a>	GEN.	Continuation of project #51420, fire alarm panel replacement		20000.00