

WASHINGTON PROJECT AWARE FY 2020



AWARE

Data System

User Manual

Revised February 2022

Prepared by:

Maïke & Associates, LLC



In collaboration with:

Evaluation & Research Micro Services

Looking Glass Analytics

Contacto Consulting

Table of Contents

Table of Contents	2
Introduction	5
When to Enter Data	5
Contact for More Information	6
Finding ADS	7
Obtaining a User Account	7
System Components	8
Getting to Know ADS	9
Your User Account	9
Assigned Entity	9
Resetting Password/Email	9
Forgotten Passwords	10
Terms Used in This Manual	10
Field	10
Record	10
Being Timed Out of ADS	10
Permissions	10
Date Fields	10
Multiple Pages of Records	11
Filters	11
Applying a Filter	12
Removing Filters	13
Filters Are Remembered	13
Common Filters	13

Back to List.....	14
Mouse Over for Description.....	14
Deleting Records.....	15
Students	16
Student Referral Pathway.....	16
Accessing the Students Main Page.....	18
Viewing the Students Main Page.....	18
Student Filters.....	19
Entering Data.....	20
Adding New Students.....	20
Viewing and Editing Existing Students.....	21
Adding a New MTSS Referral.....	22
Adding a Service Referral.....	23
Updating An Existing Referral.....	25
Exiting Students from Services.....	26
Exiting Students At End of School Year.....	26
NOMs Data.....	27
Administrative NOMs.....	28
Entering NOMs Data.....	28
NOMs Due Dates.....	29
Activities.....	31
Activity Types.....	31
Mental Health Workforce Vs. Non-Mental Health Workforce Trainings.....	32
Meeting Types.....	33
Viewing the Activities Main Page.....	34

Date Columns	34
Filters.....	35
Entering Data.....	38
Adding a New Activity	38
Viewing & Editing Existing Activities.....	41
Reports	42
Filters	42
Policy Development Report	42
Partnerships & Collaborations Report	44
Training Reports (MH Workforce & Non-MH Workforce)	45
Tier 2/Tier 3 Services Report.....	46
Service Referral Date Range Filter.....	47
NOMs Status Report.....	48
Report Color Coding	48
Useful Filter	49
Glossary of Acronyms	50
Index.....	51

Introduction

In October 2020, the Washington Office of Superintendent of Public Instruction (OSPI) was awarded a five-year Project AWARE (Advancing Wellness and Resilience in Education) grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). OSPI serves as the lead agency for a consortium of three partner school districts: Sunnyside School District, Wahluke School District, and Yakima School District. This project, *“Beyond Co-Location: Integrating and Embedding Education and Mental Health Systems”* addresses the national Project AWARE initiative. The building of collaborative partnerships between state and local systems - specifically education and mental health - strengthens the system’s capacity to promote the healthy development of school-aged youth and to prevent youth violence through an integrated multi-tiered system of support (MTSS) framework.

This project has three overarching goals:

1. Increase **awareness** of mental health issues among school-aged youth through the development, implementation, and sustainability of a comprehensive school-based system of mental health services and supports.
2. Train school personnel and other adults who interact with school- aged youth to detect and **respond** to mental health issues.
3. **Connect** school-aged youth who may have behavioral health issues and their families to needed services.

AWARE Data System (ADS) is an online data collection system used by staff at the participating schools, districts, Educational Service District (ESD), OSPI and the Health Care Authority (HCA) in their work on the Project AWARE grant. ADS allows staff to enter data needed to meet SAMHSA’s quarterly reporting grant requirements as well as manage and analyze the student referral process. Beyond simply meeting grant reporting requirements, ADS allows schools, districts, the ESD, and state partners to quantify the immense amount of work that is being done, often behind the scenes, as part of the AWARE grant.

This user manual is designed to help ADS users navigate the system from start to finish, including entering data, generating reports, and managing users in the system.

When to Enter Data

AWARE partners are encouraged to enter data into ADS on an ongoing basis. However, data is **due by the fifth business day of each month**. Partners are asked to have all data that occurred in the prior month (or since data were last entered) entered by the fifth business day of the month.

Contact for More Information

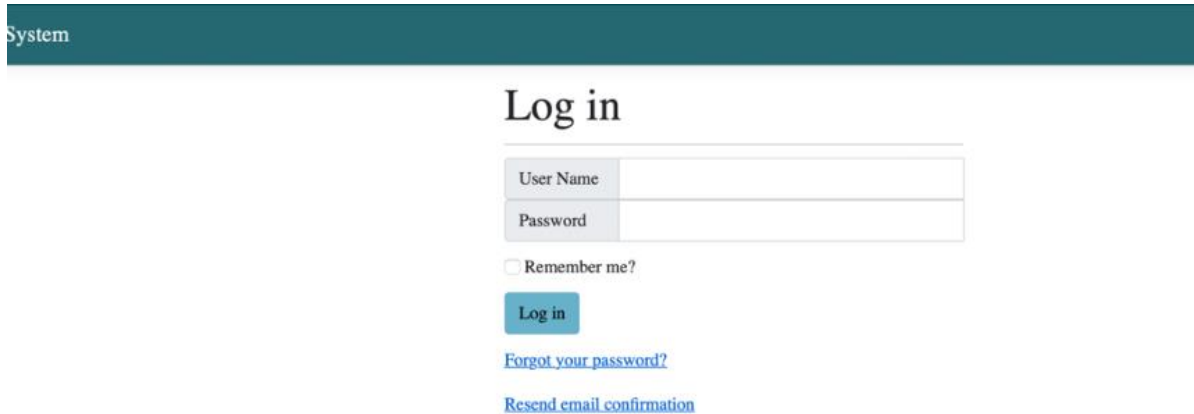
If you have questions about the information in this user manual, please contact:

Jennifer Lembach Jennifer@EvalResearchMS.com 503-975-0918 *Primary Contact	OR	Megan Osborne Megan.B.Osborne@gmail.com 541-231-9917 *Secondary Contact
--	----	---

Finding ADS

The ADS Login page can be found at: <https://www.waawareds.com/>

Following is the screen you will see at the above address.



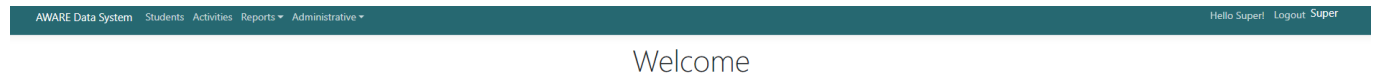
The screenshot shows the ADS Login page. At the top left, there is a dark teal header with the word "System" in white. Below the header, the page title "Log in" is centered. Underneath the title, there are two input fields: "User Name" and "Password". Below these fields is a checkbox labeled "Remember me?". A blue "Log in" button is positioned below the checkbox. At the bottom of the form, there are two blue links: "Forgot your password?" and "Resend email confirmation".

Obtaining a User Account

If you are building-level staff or a direct service provider, you will be given a User Account by your district AWARE contact. If you are a district, ESD, or SEA project partner, you will be given a User Account by the Project AWARE evaluators.

System Components

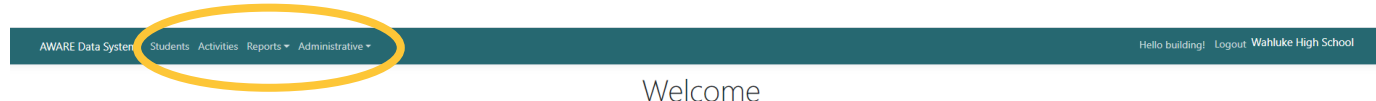
Once you login, you will see the following page:



There are 3 main components to the ADS: **Students**, **Activities**, and **Reports**.

Component	Purpose	Relevant GPRA Measure(s)	Relevant Objective(s)
Students	Record students who have received MTSS referrals, referrals to mental health services, the outcomes of those referrals, and relevant dates	R1, AC1	3.5, 3.6
Activities	Record trainings, policy development, partnerships/collaborations, and family/student engagement efforts that occur as a result of the AWARE grant, successes and challenges experienced by LEAs, and grant related meetings.	PD1, WD2, PC1, TR1	1.2, 2.1, 2.2, 3.4
Reports	Generate aggregate reports on students and activities data		

Each of these components is found as a menu option across the top of the screen at any time that you are logged into the system:

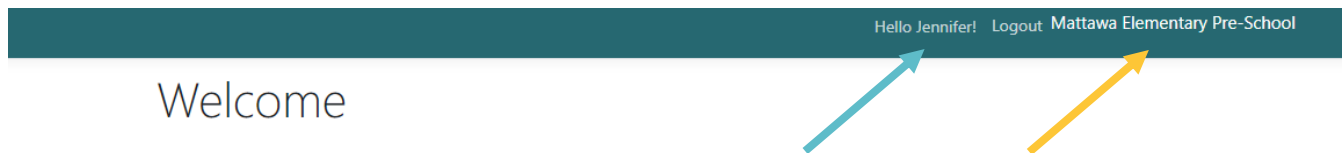


Getting to Know ADS

It's helpful to have an overall understanding of how the system is set up and operates before learning how to do specific things.

Your User Account

Regardless of where you are in ADS, you will always see "Hello" followed by your username in the upper right corner of the screen (see blue arrow in image below).



Assigned Entity

Most users are assigned to a specific school building or district. The entity to which you are assigned is shown in the upper right corner of the screen (see gold arrow in the image above). If you believe you are assigned to the wrong entity, contact your supervisor or whomever created your ADS user account.

Resetting Password/Email

To change the **email address** associated with your account:

1. Click on "Hello your username!" as shown in the image above.
2. Click *Email* in the list on the left.
3. Type your email address in the *New email* field.
4. Click [Change email](#).

To change the **password** associated with your account:

1. Click on "Hello *your username!*" as shown in the image above.
2. Click *Password* in the list on the left.
3. Type your old password in the *Current password* field and your new password in the *New password* and *Confirm new password* fields.
4. Click [Update password](#).

Forgotten Passwords

If you've forgotten your password, from the main screen (before you login to ADS), click *Forgot your password?* Follow the instructions for resetting your password.

Terms Used in This Manual

Field

A **field** collects a single piece of information such as date, grade, type of training, etc.

Record

A **record** is a collection of fields related to a one "object". The object could be a student, a referral, an activity, etc. A collection of fields about a student could include the student's gender, race, ethnicity, etc.


Being Timed Out of ADS

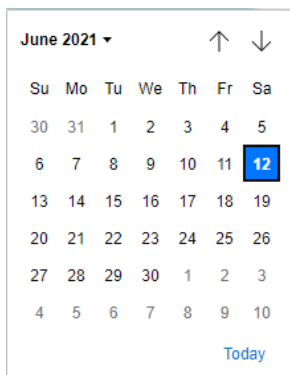
If you have ADS open on your computer but don't use it for ten minutes, you will be "timed out", or exited from the system. You will need to log back in to regain access. However, when this happens ADS will bring you to the last screen you had been viewing prior to being timed out.

Permissions

Permissions means the ability to do something in ADS, such as the ability to add student data or run a particular report. Not all ADS users have the same permissions. Permissions are assigned to you by the supervisor who created your user profile. If you are not able to do a particular task that you think you should have access to, check with your supervisor or whomever created your user profile.

Date Fields

Date fields all have a calendar icon to the right of the field: 



To enter a date in any date field, you can click the calendar icon and use your mouse to select a date by simply clicking on the desired date.

The up and down arrows advance the calendar backwards or forwards from the current month displayed.

You can also type in a date by clicking anywhere in a date field. You do not need to type the slashes.

Multiple Pages of Records

In the **Students** and **Activities** components of ADS, described later in this manual, ADS displays lists of students or activities. The number of pages of students (or activities) is indicated by the numbers below the list of students. In the image below, there are 2 pages of students (see gold arrow). To access the second page of students, click on the 2.

Administrative ▾

Students

School Year - all - ▾

School - all - ▾

MTSS Referral Date Range

Start of Date Range mm/dd/yyyy 📅

End of Date Range mm/dd/yyyy 📅

Filter Reset

Gender - all - ▾

Race - all - ▾

Ethnicity - all - ▾

Grade - all - ▾

MTSS Referral Outcome - all - ▾

Create New

Student Code	Student Initials	School	Most Recent MTSS Referral Date	Outcome of Most Recent MTSS Referral	Date Started Services	Most Recent NOMS Date	Next NOMS Due Date	
7777	AAA	Wahluke High School	2/2/2021	Tier 2 services	2/15/2021		NA	View Edit Delete
7777	ABBB	Wahluke High School						View Edit Delete
5454	CCC	Wahluke High School	3/21/2021	Tier 3 services	3/29/2021	4/2/2021	10/02/2021	View Edit Delete
7777	DDD	Wahluke High School	10/5/2020	Tier 3 services	11/22/2020	11/24/2020	OVERDUE	View Edit Delete
0004	EEE	Wahluke High School	8/12/2021	services not appropriate			NA	View Edit Delete
7777	JMS	Wahluke High School	5/12/2021	services not appropriate			NA	View Edit Delete
9999	LLL	Wahluke High School	12/1/2020	Tier 3 services			NA	View Edit Delete
5454	MMM	Wahluke High School	4/8/2021				NA	View Edit Delete

1 2

Filters

Filters allow you to view a subset of data. Filter options exist in the **Students main page**, the **Activities main page**, and the **Reports pages**. The exact filters vary between these pages but there are similar ones, and they all function the same. Following, in the gold rectangle, are the filters available on the **Students main page**.

Students

School Year	2021-2022 ▾	Gender	- all - ▾
School	- all - ▾	Race	- all - ▾
MTSS Referral Date Range			
Start of Date Range	mm/dd/yyyy	Ethnicity	- all - ▾
End of Date Range	mm/dd/yyyy	Grade	- all - ▾
		MTSS Referral Outcome	- all - ▾
Filter		Reset	

Student Code	Student Initials	School	Most Recent MTSS Referral Date	Outcome of Most Recent MTSS Referral	Date Started Services	Most Recent NOMs Date	Next NOMS Due Date	
OIDJFSA	HYJ	Chief Kamiakin Elementary School	7/6/2021	Tier 3 services	8/1/2021		OVERDUE	View Edit

Applying a Filter

To filter the data by a selected attribute (e.g., Gender, Race, etc.), click the arrow next to the attribute and choose the option you want to filter by. Then click Filter.

Multiple Filters

You can filter by multiple attributes at the same time. Simply select all the desired filters as described above, then click Filter. In the image below the data is being filtered by *School Year=2020-2021*; *School=Wahluke High School*; *Gender=Female*; and *Grade=9th*, meaning only records that match all 4 of those criteria will be displayed.

Students

School Year	2020-2021 ▾	Gender	Female ▾
School	Wahluke High School ▾	Race	- all - ▾
MTSS Referral Date Range			
Start of Date Range	mm/dd/yyyy	Ethnicity	- all - ▾
End of Date Range	mm/dd/yyyy	Grade	9th Grade ▾
		MTSS Referral Outcome	- all - ▾
Filter		Reset	


Student Code	Student Initials	School	Most Recent MTSS Referral Date	Outcome of Most Recent MTSS Referral	Date Started Services	Most Recent NOMs Date	Next NOMS Due Date	
7777	AAA	Wahluke High School	4/8/2021	Tier 3 services			NA	View Edit Delete
5454	CCC	Wahluke High School	3/21/2021	Tier 3 services	3/29/2021	4/2/2021	10/02/2021	View Edit Delete

Determining Whether Filters are “On”

Filters operate like light switches: they are either “on” (meaning the data is being filtered by a given attribute) or “off” (meaning the data is *not* being filtered).


If a filter is currently “on” the filter will appear with the selected attribute in **bright blue**, as opposed to filters that are “off” which will show *-all-*. In the image above, the data is being filtered by *School Year*, *School*, *Gender*, and *Grade*, and the selected attributes for those filters are showing in bright blue (e.g., female, 9th grade, etc.). The other filters (*Start of Date Range*, *End of Date Range*, *Race*, *Ethnicity*, *MTSS Referral Outcome*) in that image are “off”.

Removing Filters

To remove any filters that are currently on, click . This will reset all filters to off except the *School Year* filter, which defaults to the current school year. If you would like to view data for a year other than the current school year or for all school years combined, simply select the desired year, or “all”, in the *School Year* filter.

Filters Are Remembered

ADS “remembers” the filters that you used the last time you logged in. Filters are remembered by component. That is, the **Students** component remembers the filters you last used in the **Students** component, the **Activities** component remembers the filters you last used in the **Activities** component, etc.

To return to the default filters, click .

Common Filters

The following table describes common filters that are found across the **Students main page**, the **Activities main page**, and the **Reports pages**.

Filter	Purpose	Notes
School Year	Shows data only for the selected school year	Each school year starts on August 1 and goes through July 31 of the next year
Date range filters	Shows only data that is within the date range that you specify in 2 sets of date fields (<i>start of date range</i> and <i>end of date range</i>)	Do not filter on the <i>School Year</i> and <i>Date Range</i> filters simultaneously. The <i>Date Range</i> filter overrides the <i>School Year</i> filter

Back to List

Throughout ADS you will see lists of things such as students, activities, or users. When you click on a student, activity, or list, it will take you to details about the student (or activity or user). To return to the list of students (or activities or users), simply click *Back to List* (see gold arrow below).

Administrative ▾


Student

AWARE ID	10264	School	W
Student Identifier	7777	Student Initials	A/
Gender	Female	Race. Select all that apply.	
Ethnicity	Not Hispanic	<input checked="" type="checkbox"/> Asian	
		<input type="checkbox"/> Black/African American	
		<input type="checkbox"/> American Indian/Alaska r	
		<input type="checkbox"/> Native Hawaiian/other Pa	
		<input type="checkbox"/> Unkown	
		<input type="checkbox"/> White	

MTSS Referral Date	MTSS Referral Outcome	Service Referral Date	Accessed Services	Last NC
9/1/2020	services not appropriate		Not Set ▾	
2/2/2021	Tier 2 services	2/5/2021	False ▾	
4/8/2021	Tier 3 services	4/20/2021	Not Set ▾	

[Back to List](#) ←



Mouse Over for Description

On several of the reports available in ADS, there are columns that contain data that is the description of an activity (e.g., training, policy development, etc.). These descriptions are typically too long to display in a column format. You can read the full description by placing your mouse over the  symbol (see gold arrow in image below).

Policy Development Report

School Year ⓘ	2021-2022 ▾	Site	- all - ▾
Quarter ⓘ	- all - ▾	Completed or Started Date Range ⓘ	
Month ⓘ	- all - ▾	Start of Date Range	mm/dd/yyyy 📅
Status of Change	- all - ▾	End of Date Range	mm/dd/yyyy 📅
Filter	Reset		

Total Number of Policies:	2
Total Number of Policies Completed:	1
Average Days to Completion:	78
Total Number of New Policies:	0
Total Number of Policies Revised:	2
Total Number of Policies Eliminated:	0

Reporting Entity	Policy/Practice Name	Type of Change	Status	Discipline Disproportionality	Date Began	Date Completed	Number of Days to Completion	Mouse-Over for Description
Wahluke High School	Attendance policy updates	Revised	Complete	Yes	5/26/2021	8/11/2021	78	
Wahluke High School	Student truancy policy revised	Revised	In Progress	Yes	8/1/2021			

Deleting Records

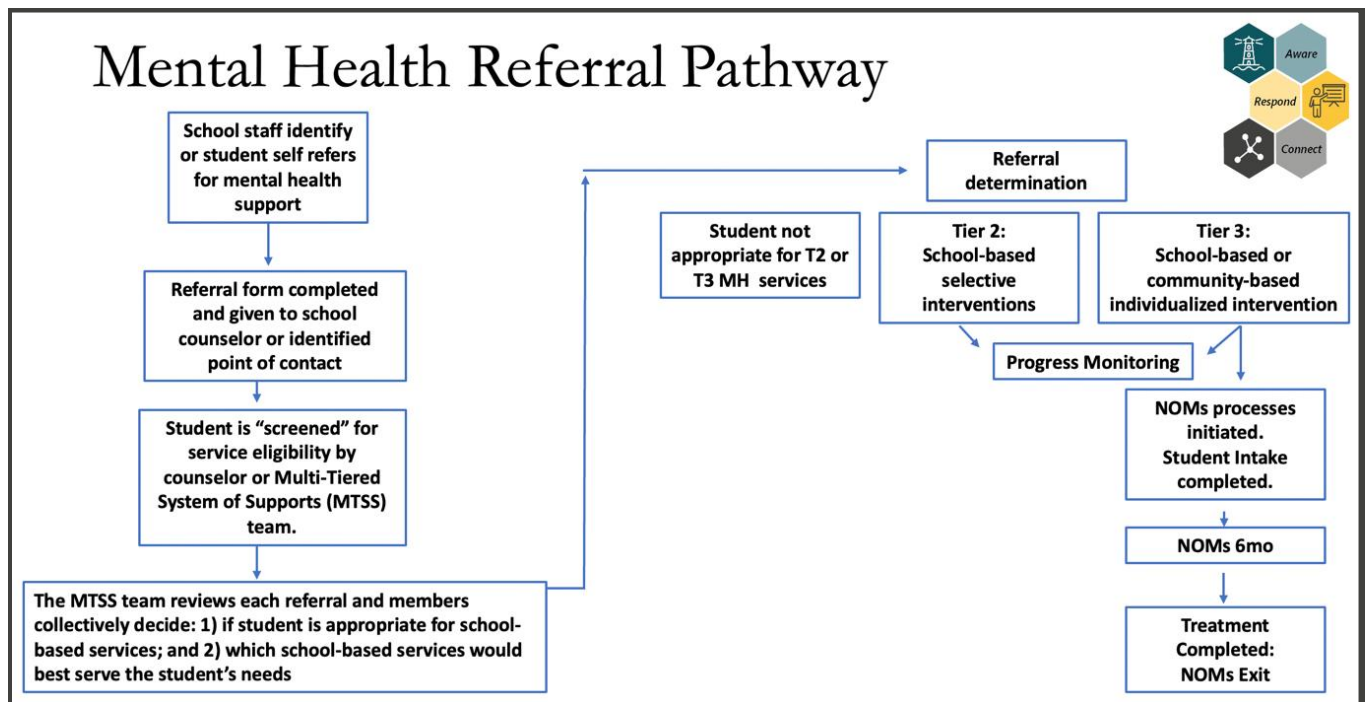
Any records (e.g., a student record, a referral record, an activity record) entered into ADS can be deleted by clicking [Delete](#) next to the record in the list of students, referrals, or activities. **However, you should use extreme caution when deleting records because once they are deleted, they cannot be retrieved.**

Students

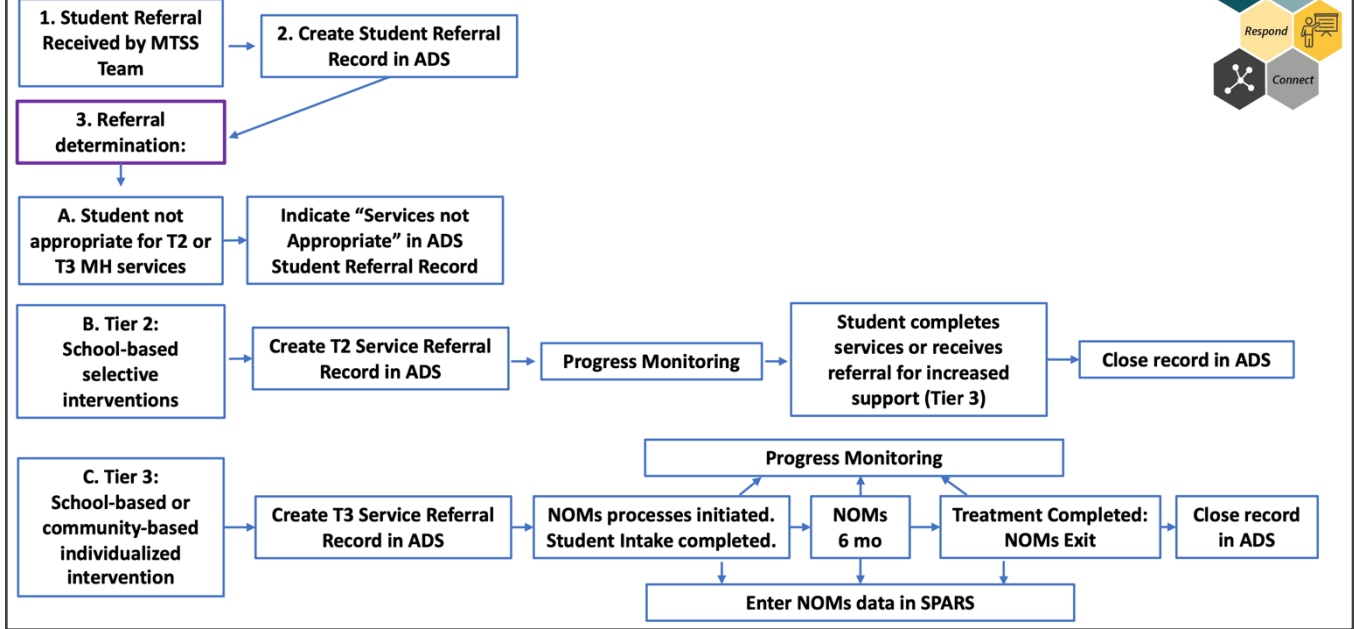
Student Referral Pathway

The purpose of the **Students** component of ADS is to track student referrals through MTSS teaming structures and to track referrals and engagement in school and/or community based mental health supports.

The diagram below illustrates the student referral pathway and is outlined in the following sections. The second diagram below illustrates the process for determining a referral outcome; that is, whether services are deemed appropriate and if so, whether the student is referred for Tier 2 or Tier 3 services and corresponding data entry requirements.



Referral Determination

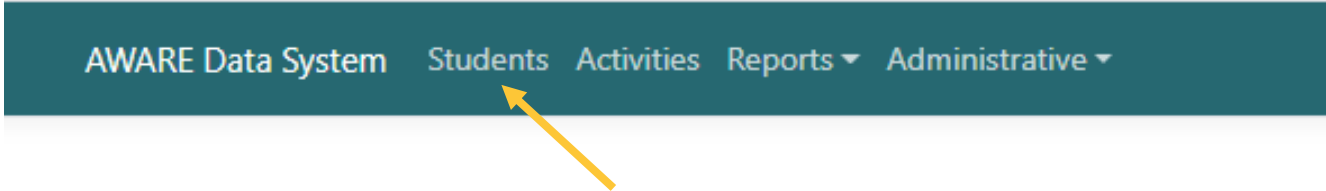


The table below provides definitions of some common terms relevant to the **Students** component of ADS.

Term	Definition	Example
MTSS Referral	A student is referred to the school’s Multi-tiered System of Support team who reviews the referral and determines if behavioral health support is appropriate	A teacher notices that Student X is struggling and refers the student to the MTSS team
Service Referral	After an MTSS Referral is reviewed by the team, the team may refer a student on for Tier 2 (school-based) or Tier 3 (school or community based) services	The MTSS team refers Student X to a community-based provider to receive Tier 3 mental health services
Open Service Referral	A service referral where the student is actively receiving services	Student X began services on 2/12/21 and is still actively receiving services
Closed Service Referral	A service referral where the student received services for some amount of time but is no longer receiving services	Student Y began services on 1/15/21 and was exited (discharged) from services on 5/17/21

Accessing the Students Main Page

To access the **Students main page** component of ADS, click on *Students* in the teal menu bar at the top of the home screen:



Viewing the Students Main Page

When you access the **Students main page** you will see a list of students (in the gold rectangle below) for whom you have permission to view: NOTE: If you do not see any student records, you either do not have permission to view these data, or no records have been entered.

Administrative ▾

Students

School Year: - all - ▾
 School: - all - ▾
 MTSS Referral Date Range:
 Start of Date Range: mm/dd/yyyy
 End of Date Range: mm/dd/yyyy
 Filter Reset

Gender: - all - ▾
 Race: - all - ▾
 Ethnicity: - all - ▾
 Grade: - all - ▾
 MTSS Referral Outcome: - all - ▾

Student Code	Student Initials	School	Most Recent MTSS Referral Date	Outcome of Most Recent MTSS Referral	Date Started Services	Most Recent NOMs Date	Next NOMs Due Date	
7777	AAA	Wahluke High School	2/2/2021	Tier 2 services	2/15/2021		NA	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
7777	ABBB	Wahluke High School						<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
5454	CCC	Wahluke High School	3/21/2021	Tier 3 services	3/29/2021	4/2/2021	10/02/2021	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
7777	DDD	Wahluke High School	10/5/2020	Tier 3 services	11/22/2020	11/24/2020	OVERDUE	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
0004	EEE	Wahluke High School	8/12/2021	services not appropriate			NA	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
7777	JMS	Wahluke High School	5/12/2021	services not appropriate			NA	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
9999	LLL	Wahluke High School	12/1/2020	Tier 3 services			NA	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
5454	MMM	Wahluke High School	4/8/2021				NA	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 2

The list shows: *Student Code, Student Initials, School, Most Recent MTSS Referral Date, Outcome of Most Recent MTSS Referral, Latest NOMs Date, and Next NOMs Due Date.*

The list of students is **sorted** by the *Student Initials* column.

Student Filters

School Year Filter

The School Year filter **defaults to the current school year**. School years start on August 1st and end on July 31st of the next year.

Beware of whether any filters are currently "on" (see the *Filters* section on page 11 for more information about filters).

Students will be included in filtered results for the current school year if:

The student has a(n):	Examples for the 2021-2022 School Year
Open service referral	<ul style="list-style-type: none"> ○ Student A: <i>Date Started Services</i> = 2/20/21 and <i>Date Exited Services</i> is null (blank) ○ Student B: <i>Date Started Services</i> = 10/5/21 and <i>Date Exited Services</i> is null (blank)
Closed service referral with an exit date that is on or after the start of the school year (Aug. 1)	<ul style="list-style-type: none"> ○ Student C: <i>Date Started Services</i> = 4/15/21 and <i>Date Exited Services</i> = 12/6/21 ○ Student D: <i>Date Started Services</i> = 9/6/21 and <i>Date Exited Services</i> = 3/3/22
<u>No</u> MTSS referrals entered in ADS	<ul style="list-style-type: none"> ○ Student E: a student record is created for this student, but no MTSS referrals are created.

Some students who are receiving community-based services may continue to receive services during the summer and into the next school year. As shown in the table above, students will be included in filtered results for the current school year if they have an **open service referral**, even if they started

services the previous school year (Student A), or a **closed service referral** with an exit date that is on or after the start of the school year, even if they started services the previous school year (Student C).

MTSS Referral Date Range Filter

The *MTSS Referral Date Range* filter **shows any students who had *at least one* MTSS Referral during the date range you specify**. It does not need to be the most recent MTSS referral in order to be included in this filter.

For example:

- Student A had 1 MTSS referral on 1/15/21, Student B had 1 MTSS referral on 1/20/21 *and* 1 on 4/16/21, and Student C had 1 MTSS referral on 2/16/21.
- If you enter a *Start Date* of 1/1/21 and an *End Date* of 1/31/21 in the *MTSS Referral Date Range* filter, the system will show Student A and Student B.
 - Student A is shown because they had a referral on 1/15/21.
 - Student B is shown because they had a referral on 1/20/21, even though it was not their most current MTSS Referral.
 - Student C is not shown because they had no referrals during the specified date range.


Entering Data

Adding New Students

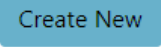

Search for Student First

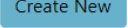
Before adding a new student record to ADS, be sure that the student hasn't already been entered into the system. It is important to avoid having multiple records for the same student.

To search for a student before entering a new student record:


1. On the **Students main page** (see page 18), look for the student's initials in the *Student Initials* column (the list is sorted alphabetically by that column).
2. If you find the student's initials confirm that it is the same student (since multiple students could have the same initials) by clicking  to the right of the student.
3. Check that student's *Student Code*, *gender*, and other demographic indicators to ensure it is the same student you want to enter.
 - If it is the same student, go to the *Viewing & Editing Existing Students* section on page 21.
 - If you have confirmed that the student has not already been entered into ADS, proceed to the next section, *Adding A New Student*.


Adding a New Student


1. On the **Students main page**, click 
2. In the *Student Identifier* field, enter an ID number that will help you recognize the student. Some sites are opting to use the school's standard Student ID. Check with your supervisor about what ID to use here.
3. In the *Student Initials* field, enter the student's initials. Again, this is to help you recognize the student since you will not be entering the student's full name into the system.
4. Select the student's gender in the *Gender* field.
5. Select whether or not the student is Hispanic/Latinx in the *Ethnicity* field.
6. Click one or more races in the check box list of races.
 - Do not select *Unknown* if you also selected one or more races.
 - If you know the student is multiracial but you do not know which specific races the student is, select *Multiracial*.
7. Click .

If you do not see the  button, you do not have permissions to add new students. Talk with your supervisor about getting permissions.


Viewing and Editing Existing Students

To view an existing student record, click  to the right of the desired student. This will allow you to view the student's demographic information and all referrals, and outcomes, that have been made for that student. It does not allow you to edit any information about the student.

If you do not see the  button, you do not have permissions to edit student data. Talk with your supervisor about getting permissions.

To edit data about a student who has already been entered into the system, click  to the right of the desired student.

Edit Demographic Data

If you need to edit any of the demographic information (e.g., gender, ethnicity, etc.) for a student already entered in the system, on the **Students main page** click  to the right of the desired

student. This will open a screen showing the student’s demographic data across the top. You can update any of the fields, but you must click **Save** to save your changes.

Adding a New MTSS Referral

Once a new student record is created, you will see an option to ADD MTSS referral (see arrow below). To add a new MTSS referral:

The screenshot shows a 'Student' record form with the following fields:

AWARE ID	10306	School	Wahluke High School
Student Identifier	5454	Student Initials	XXX
Gender	Transgender Female	Race. Select all that apply.	
Ethnicity	Hispanic	<input type="checkbox"/> Asian	
		<input type="checkbox"/> Black/African American	
		<input checked="" type="checkbox"/> American Indian/Alaska native	
		<input type="checkbox"/> Native Hawaiian/other Pacific Islander	
		<input type="checkbox"/> Unkown	
		<input type="checkbox"/> White	

Below the form is a **Save** button and an **ADD MTSS Referral** button, which is highlighted with a yellow arrow. Below the buttons is a table header with columns: **MTSS Referral Date**, **MTSS Referral Outcome**, **Service Referral Date**, **Accessed Services**, **Last NOMs Date**, **Next NOMs Due**, and **Discharge Date**. A [Back to List](#) link is located below the table header.

1. Click **ADD MTSS Referral**.
2. Enter the date the referral was made in the *Date referred to MTSS* field.
3. Select the student’s grade in the *Grade* field.
4. Select the person who referred the student to the MTSS team in the *Referred to MTSS by* field.
5. Select one or more reasons that the student was referred in the check box list of *Reason for Referral*.
6. If a decision about whether the student will be referred for services has been made, select the reason in the *Outcome of Referral to MTSS* field. If you don’t know the outcome yet, leave this field blank and return later to enter this information once you know it.
7. Click **Save**.

It is likely that when you enter a referral (MTSS, Tier 2, or Tier 3) you won’t yet know the outcome of the referral. You can leave those fields blank and return later to enter that information once you know it.

Adding a Service Referral

Primary Intervention Types

When entering a service referral, you must select the primary intervention type to which the student is being referred. The table below illustrates the primary intervention types for Tier 2 and Tier 3 service referrals.


Service Type	Primary Intervention Types
Tier 2	<ul style="list-style-type: none"><input type="radio"/> Mentoring<input type="radio"/> Support Group: Behavioral<input type="radio"/> Support Group: Academic<input type="radio"/> Support Group: Social-Emotional<input type="radio"/> Other; e.g., Basic needs, Behavior planning<input type="radio"/>
Tier 3	<ul style="list-style-type: none"><input type="radio"/> MH Treatment or Supports: Family therapy<input type="radio"/> MH Treatment or Supports: Individual therapy<input type="radio"/> MH Treatment or Supports: Group therapy<input type="radio"/> Co-occurring Treatment/Supports<input type="radio"/> Other



Tier 2 Referral

Once an MTSS referral has been assigned an outcome of *Tier 2 services*, the *Service Referral* tab will appear:

Student

AWARE ID	10306	School	Wahluke High School
Student Identifier	5454	Student Initials	XXX

MTSS Referral **Service Referral** 


Date referred for Tier 2 services	08/dd/2021 
Primary intervention type	- select one - 
Student Accessed Tier 2 services	<input type="radio"/> Yes <input type="radio"/> No

Save

1. On the *Service Referral* tab, enter the *Date referred for Tier 2 services* and select the *Primary intervention type* in the appropriate fields.
2. Click "yes" or "no" in the *Student Accessed Tier 2 Services* field.



A student accessed Tier 2 services if they engaged in at least 1 session.


A student accessed Tier 3 services if they completed the intake process and engaged in at least 1 session.

3. If the answer to #2 is "yes", enter the date the student began services in the *Date Started Services* field.
4. Click .

Tier 3 Referral

Once an MTSS referral has been assigned an outcome of *Tier 3 services*, the *Service Referral* tab and the *NOMs* tab will appear:

Student			
AWARE ID	10306	School	Wahluke High School
Student Identifier	5454	Student Initials	XXX
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc;"> MTSS Referral Service Referral NOMs  </div>			
Date referred for Tier 3 services	08/dd/2021		
Provider Type for Services Referred	- select one -		
Primary intervention type	- select one -		
Student Accessed Tier 3 services	<input type="radio"/> Yes <input type="radio"/> No		
<div style="display: flex; justify-content: space-between; align-items: center;">  Back to Student </div>			

1. On the *Service Referral* tab, enter the referral date in the *Date referred for Tier 3 services* field.
2. Select the appropriate options in the *Provider Type for Services Referred* and *Primary intervention type* fields.
3. Click "yes" or "no" in the *Student Accessed Tier 3 Services* field.
4. If the answer to #3 is "yes", select the appropriate option in the *Provider Type for Services Accessed* field and enter the date the student began services in the *Date Started Services* field.
5. Click .

Updating An Existing Referral

Sometimes you will need to update information on a referral that has already been entered, such as marking whether the student accessed services or not.

1. Following the instructions for *Viewing or Editing Existing Students* on page 21, click **Edit**.
2. You will see a page showing all the MTSS referrals that have been recorded in the system for the selected student:

Student

AWARE ID	10264	School	Wāhluke High School
Student Identifier	7777	Student Initials	AAA

Gender: Female
Ethnicity: Not Hispanic

Race. Select all that apply.
 Asian
 Black/African American
 American Indian/Alaska native
 Native Hawaiian/other Pacific Islander
 Unkown
 White

ADD MTSS Referral

MTSS Referral Date	MTSS Referral Outcome	Service Referral Date	Accessed Services	Last NOMs Date	Next NOMs Due	Discharge Date			
9/1/2020	services not appropriate				NA		View	Edit	Delete
2/2/2021	Tier 2 services	2/5/2021	False		NA		View	Edit	Delete
4/8/2021	Tier 3 services	4/20/2021			NA		View	Edit	Delete

[Back to List](#)



- ❖ In the above image, a referral to MTSS was made on 4/8/21. The outcome of that referral (shown in the *MTSS Referral Outcome* column) was referred to Tier 3 services. There is no value shown in the *Accessed Services* column, indicating that information has not yet been entered into the system.

3. To update any data, click **Edit** next to the desired referral record.
4. Update the information.
5. Click **Save**.

Exiting Students from Services

When students are discharged, or exited, from services you will need to record that in ADS. It is important to record this information because the evaluation team may analyze the length of time students were receiving services for. Additionally, for Tier 3 services, the *Date Exited Services* effects NOMs due dates (see next section for more about NOMs due dates).

To record the exit date:

1. Follow the instructions for updating an existing referral on page 25.
2. Click  next to the referral record of the student to be exited.
3. On the *Service Referral* tab, enter the exit date in the *Date Exited Services* field.
4. Click .

Exiting Students At End of School Year

School-Based Services

All students receiving school-based services, both Tier 2 and Tier 3 school-based services, should be exited from services in ADS at the end of the school year. At the start of the new school year, if you are resuming services for a student who had been on your caseload at the end of the previous school year, ***you must create a new MTSS service referral*** (see page 16) for that student.

Community-Based Services

Unlike school-based services, students **receiving Tier 3 community-based services** at the end of the school year may not be discharged (exited) due to the end of the school year. Students engaged in these types of service may continue to receive services during the summer. ***In these cases, an exit record is not required to be completed at the end of the school year, but should be completed at the time the student has completed community-based Tier 3 services and discharged by the provider.***

NOMs Data


NOMs, or National Outcome Measures, are data collected from **students receiving Tier 3 services** and are required by SAMHSA. NOMs are interviews that are administered to students at multiple timepoints:




NOMs Type	When
Baseline	Within 7 days of the start of services
Reassessment	Every 6 months (or 180 days) after the baseline NOMs
Discharge	Within 7 days of the end of services

As described on page 24, once an MTSS referral has been assigned an outcome of *Tier 3 services*, the *NOMs* tab will appear:

Student

AWARE ID	10306	School	Wahluke High School
Student Identifier	5454	Student Initials	XXX

MTSS Referral Service Referral **NOMs** 

Date referred for Tier 3 services	08/dd/2021 
Provider Type for Services Referred	- select one - 
Primary intervention type	- select one - 
Student Accessed Tier 3 services	<input type="radio"/> Yes <input type="radio"/> No

[Save](#)
[Back to Student](#)

Administrative NOMs

Sometimes you are not able to conduct a NOMs interview when one is due. This could be because the student refused to do the interview, or the student moved out of the area. When you are not able to conduct the NOMs, an “Administrative NOMs” is required. This means that you complete just a couple of the questions on the standard NOMs form and then enter that information into SPARS. You must also enter the “Administrative” NOMs into ADS.

“Administrative” NOMs must still be entered into ADS & SPARS.

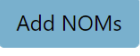
Note that if you don’t enter the Administrative NOMs into ADS, the *NOMs Status* report will continue to display that interview as being “overdue” and will not show when the next NOMs is due.


For example:

- Student A’s Baseline NOMs was due on 11/1/21 but the student was out sick from school for a few days and the NOMs could not be conducted within the required 7-day window.
- You should enter an Administrative NOMs (see *Entering NOMs Data* section below) into ADS and also enter it into SPARS.
- If you don’t enter the Administrative NOMs into ADS, the student’s Baseline NOMs will continue to show as “overdue” on the *NOMs Status* report (see the *NOMs Status* report section later in this manual) indefinitely until it is entered. This means that the due dates for the student’s Reassessment NOMs will never show on that report.

Entering NOMs Data

Each time you conduct a NOMs interview, you must record the following in ADS:

- The date the NOMs was administered to the student
 - The date the NOMs was entered into SAMHSA’s SPARS online data entry system (contact Jennifer Lembach for more information about SPARS)
1. Click on the NOMs Tab (see gold arrow in image on page 27).
 2. Click  .

- Enter the date the NOMs was administered and the date the NOMs was entered into SPARS in the appropriate fields.
- Indicate whether or not the NOMs was an "administrative" NOMs in the *Administrative NOMs* field.
- Click .

If you are doing an "administrative" NOMs, enter the date that you filled out the form in the *date NOMs administered* field.

NOMs Due Dates

On the **Students main page**, the date the most recent NOMs was conducted and the due date for the next NOMs are shown for each student (see gold arrows in image below).

Administrative ▾

Students

School Year: 2020-2021

School: - all -

MTSS Referral Date Range

Start of Date Range: mm/dd/yyyy

End of Date Range: mm/dd/yyyy

Filter Reset

Gender: - all -

Race: - all -

Ethnicity: - all -

Grade: - all -

MTSS Referral Outcome: - all -

Create New

Student Code	Student Initials	School	Most Recent MTSS Referral Date	Outcome of Most Recent MTSS Referral	Date Started Services	Most Recent NOMs Date	Next NOMs Due Date	
7777	AAA	Wahluke High School	4/8/2021	Tier 3 services			NA	View Edit Delete
5454	CCC	Wahluke High School	3/21/2021	Tier 3 services	3/29/2021	4/2/2021	10/02/2021	View Edit Delete
7777	DDD	Wahluke High School	10/5/2020	Tier 3 services	11/22/2020	11/24/2020	OVERDUE	View Edit Delete
7777	JMS	Wahluke High School	5/12/2021	services not appropriate			NA	View Edit Delete
9999	LLL	Wahluke High School	12/1/2020	Tier 3 services			NA	View Edit Delete
5454	MMM	Wahluke High School	4/8/2021				NA	View Edit Delete

1

ADS will show the NOMs dates related to the most recent MTSS referral recorded in ADS. If the most recent MTSS referral resulted in a referral to Tier 2 services, NOMs dates will not show on the **Students main page** because Tier 2 service referrals do not require NOMs.

AWARE Data System (ADS) User Manual

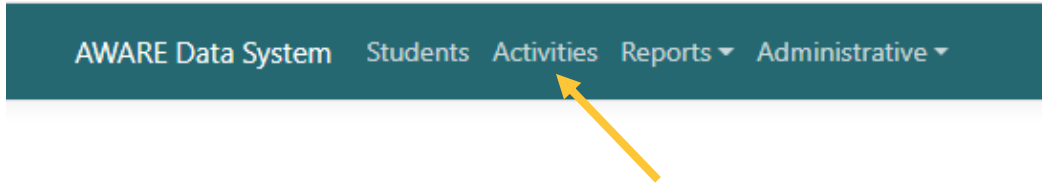
Page 29 of 52

The table below provides an explanation of the *Next NOMs Due Date* values seen in the image above.

Student	Next NOMs Due Date	Explanation of Next NOMs Due Date Value
AAA	NA	NA because student was referred to Tier 2 services which does not require NOMs data collection
CCC	10/2/21	<i>Most Recent NOMs Date = 4/2/21</i> ; the next NOMs is due 180 days after that, or 10/2/21 which is in the future (assuming this data was viewed some time before 10/2/21)
DDD	Overdue	<i>Most Recent NOMs Date = 11/24/20</i> ; the next NOMs is due 180 days after that, or 5/23/21 which is overdue (assuming this data was viewed sometime after 5/23/21)
JMS	NA	NA because student was not referred to services (<i>Outcome of most recent MTSS referral = services not appropriate</i>)
LLL	NA	NA because student hasn't started services yet (<i>Date started services = null</i>)
MMM	NA	NA because the MTSS referral does not have an outcome yet (<i>Outcome of most recent MTSS referral = null</i>)

Activities

To access the **Activities** component of ADS, click on *Activities* in the teal menu bar along the top of the screen:



Activity Types

There are 7 kinds of Activities that should be entered into ADS. Four of these activities are part of the GPRA measures that SAMHSA requires AWARE grantees to report on quarterly, as described below. The other 3 activities are data collected by the evaluation team for monitoring and evaluation purposes.

Activity	Definition	Responsible Entity	GPRA Measure
Policy Development	The number of policy changes completed as a result of the grant.	LEAs, SEA, ESD	PD1
Partnerships/ Collaborations	The number of organizations that entered into formal written inter/intra-organizational agreements to improve mental health-related practices/activities that are consistent with the goals of the grant.	LEAs, SEA, ESD	PC1
Mental Health Workforce Trainings, <i>aka</i> Workforce Development	The number of people in the mental health and related workforce trained in mental-health related practices/activities that are consistent with the goals of the grant.	LEAs, SEA, ESD	WD2
Non-Mental Health Workforce Trainings	The number of individuals who have received training in prevention or mental health promotion.	LEAs, SEA, ESD	TR1

Successes/ Challenges	A description of any successes and/or challenges that occurred during the month related to grant activities.	All: LEAs, SEA, HCA, ESD, Buildings (as appropriate)	n/a
Family/Student Engagement Efforts	A description of any efforts made to improve inclusion of student and family voice in decisions about program services and policies.	LEAs, SEA, ESD	n/a
Meetings	Meetings that occurred. Four types of meetings: <ul style="list-style-type: none"> • Cross-system (e.g., education, behavioral health) • MTSS Team meeting • SEA Team meeting • Workforce-related meeting 	<ul style="list-style-type: none"> • SEA, HCA, ESD • LEAs, Buildings • SEA • SEA 	n/a

Mental Health Workforce Vs. Non-Mental Health Workforce Trainings

The **distinction** between Mental Health Workforce Trainings and Non-Mental Health Workforce Trainings is **the type of participants being trained** rather than the topic of the trainings. Because the AWARE grant focuses on mental health, the topics of all the trainings that you report in ADS should be related to mental health in some way. However, these trainings are targeted at different participant types, as illustrated in the table below:

Training Type	Participant Type	Participant Examples
Mental Health Workforce Trainings, <i>aka</i> Workforce Development	Members of the mental health and related workforce	School counselors, school psychologists, student assistance professionals, community-based mental health providers
Non-Mental Health Workforce Trainings	<i>Not</i> members of the mental health and related workforce	Teachers, administrators, paraprofessionals, parents, school bus drivers

Mixed Trainings

If you are reporting a training that was delivered to both mental health workforce and non-mental health workforce participants, you should enter 2 trainings in ADS: 1 MH training and 1 non-MH training.

Meeting Types

The following table describes each of the four meeting types.

Meeting Type	Definition
Cross-system meetings	Meetings that occur at the SEA (e.g., OSPI and HCA) or regional (e.g., ESD) level to improve coordination of care across systems – education and behavioral health. These meetings may include inter-agency (with another agency or department) or intra-agency (within the reporting entities' agency or department) participants. Cross-systems partners may include but are not limited to community-based mental health providers, education service districts, local education agencies, non-governmental community-based agencies, or youth-advocacy groups. Meeting topics must be aligned with the goals of the grant.
MTSS meetings	Multidisciplinary teams at the district and/or building level that meet to discuss and strategize about student mental health issues. Districts and schools may have one team devoted to the full continuum of mental health supports (mental health promotion to early intervention and treatment) or they may have multiple teams that address different parts of the continuum (e.g., school climate team, student support team, Tier 2/3 team, or any other team that addresses student mental health concerns).
SEA Team meeting	State Education Agency (e.g., OSPI) facilitated meetings comprised of WA AWARE grantees and/or other key project partners. These are teams that meet on a regular basis to share progress related to the advancement of the AWARE grant. For Washington AWARE FY2020, these include the AWARE Core Team and the AWARE Management Team.
Workforce Related meeting	Meetings that occur at the SEA level (e.g., OSPI and HCA) that are intended to improve access to culturally and linguistically responsive mental health services, supports, and workforce. Workforce development meeting partners may include but are not limited to inter-agency (with another agency or department) or intra-agency (within the reporting entities' agency or department) partners, managed care

organizations, community-based mental health providers, education service districts, local education agencies, non-governmental community-based agencies, employment programs, or higher education institutions (public or private). Meeting topics must be aligned with the goals of the grant.

Viewing the Activities Main Page

When you access the **Activities main page** you will see a list of activities (in the gold rectangle below) for which you have permission to view: NOTE: If you don't see any activities, you either do not have permission to view them, or none have been entered.

Activity Records

School Year ⓘ	2021-2022 ▾	Activity Date Range	
Activity Type	- all - ▾	Start of Date Range	08/01/2021 📅
School	- all - ▾	End of Date Range	08/16/2021 📅
District	- all - ▾	Description Search	
Filter	Reset		

[Add Activity ⓘ](#)

Name	Date (Date Began)	Date Completed	Activity Type	Site Name			
XYZ Agency	8/4/2021	N/A	Partnerships/Collaborations	Wahluke High School	View	Edit	Delete
Attendance policy updates	5/26/2021	08/11/2021	Policy Development	Wahluke High School	View	Edit	Delete
MHAT training for school staff	8/15/2021	N/A	Training - NonMH	Wahluke High School	View	Edit	Delete
ABC Agency	8/2/2021	N/A	Partnerships/Collaborations	Wahluke High School	View	Edit	Delete
Student truancy policy revised	5/1/2021		Policy Development	Wahluke High School	View	Edit	Delete
MHAT training for community	8/10/2021	N/A	Training - NonMH	Wahluke High School	View	Edit	Delete
Test	5/1/2021	10/12/2021	Policy Development	Wahluke High School	View	Edit	Delete

Date Columns

There are 2 date columns on the **Activities main page**: *Date (Date Began)* and *Date Completed*. The following table describes these 2 dates.

Activity Type	Date (Date Began)	Date Completed
---------------	-------------------	----------------

Trainings (both MH workforce & NonMH workforce)	The date the training occurred	Not applicable
Partnerships/ Collaborations	The date the partnership/ collaboration was finalized	Not applicable
Policy Development	The date work began on creating/revising/eliminating a policy	The date work was completed on creating/revising/eliminating a policy
Successes/Challenges	The first day of the month in which the success/challenge is reported	Not applicable
Family/Student Engagement	The first day of the month in which the family/ student engagement effort is reported	Not applicable
Meetings: SEA Team Meetings & MTSS Meetings	The first day of the month in which the meeting occurred (these meetings are reported in aggregate, rather than individually with an exact date)	Not applicable
Meetings: Cross-systems Meetings & Workforce Related Meetings	The date the meeting occurred	Not applicable

Filters

School Year Filter

The School Year filter **defaults to the current school year**. School years start on August 1 and end on July 31 of the next year.

The inclusion criteria for Activities to be included in the results when filtering by school year are described in the following table.

Activity Type	Inclusion Criteria	Examples for the 2021-2022 School Year
Trainings (both MH Workforce and NonMH Workforce)	The <i>Training Date</i> occurred during the filtered by school year	<i>Training Date</i> = 11/12/21
Partnerships/Collaborations	The <i>Date Partnership Finalized</i> occurred during the filtered by school year	<i>Date Partnership Finalized</i> = 4/14/22
Policy Development	<u>Any</u> part of the date range between <i>Date Began</i> to <i>Date Completed</i> overlaps with the filtered by school year	<ul style="list-style-type: none"> ○ <i>Date Began</i> = 9/19/21 and <i>Date Completed</i> = 11/7/21 ○ <i>Date Began</i> = 5/20/21 and <i>Date Completed</i> = null ○ <i>Date Began</i> = 3/26/21 and <i>Date Completed</i> = 10/12/21
Successes/Challenges	The first day of the reporting period occurred during the filtered by school year	○ <i>First day of reporting period</i> = 3/1/22 (reporting for the month of March 2022)
Family/Student Engagement	The first day of the reporting period occurred during the filtered by school year	○ <i>First day of reporting period</i> = 3/1/22 (reporting for the month of March 2022)
Meetings	The meeting date occurred during the filtered by school year	○ <i>Meeting date</i> = 1/15/22

Activity Date Range

The *Activity Date Range* filter acts similar to the *School Year* filter except that you specify a date range rather than viewing the entire school year.

For example:

- If you wanted to see all trainings that were conducted in the month of October 2021 you would set the *Start of Date Range* to 10/1/2021 and *End of Date Range* to 10/31/21.

Like the *School Year* filter, **Policy Development** records will be included in filtered results if any part of the date range between *Date Began* to *Date Completed* overlaps with the Activity Date Range that you filter by.

Do not filter by *school year* and *activity date range* simultaneously. *Activity date range* overrides *school year*.

Description Search

The *Description Search* filter searches for keywords that you enter in the filter box. You do not have to type the exact description that was entered in the Activity record.

Beware of typos in the *description* field. If a word was misspelled, then it won't be found in the filtered results.

For example:

- A Training record was entered with a *Description* of "Training teachers about attendance policy", and
- A Policy Development record was entered with a *Description* of "Revised school attendance policy",
 - If you entered the word "attendance" in the *Description Search* filter box, it would display both of the above records because they both contained the word "attendance".
 - Note that if "attendance" was misspelled in the *Description* field then that record won't appear in your filtered results. Similarly, if you misspell "attendance" in your filter search, the records won't be displayed.

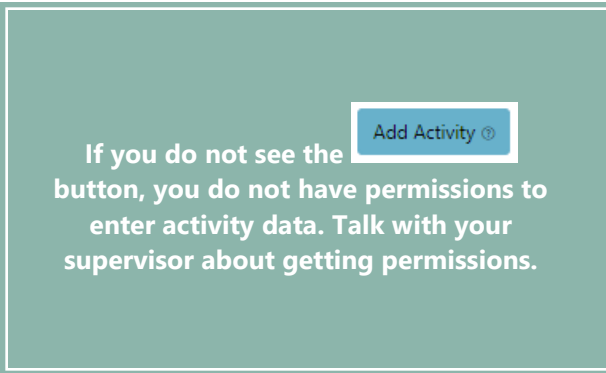
Entering Data

Adding a New Activity

Partnerships/Collaborations

1. On the **Activities main page** click

Add Activity ⓘ



2. Select *Partnerships/Collaborations* from the drop-down menu that appears.

3. Click

Add

4. Enter the *Date Partnership Finalized*, *Partner Organization Name*, indicate if the partnership is a new or a revised one, enter the *Type of Organization* you're partnering with, and provide a brief description of the *Purpose of the Agreement* (e.g., to provide school-based mental health services).

5. Click

Save

Trainings

1. On the **Activities main page** click

Add Activity ⓘ

2. Select *Training* from the drop-down menu that appears.
3. Select *Mental Health Workforce* or *Non-mental Health Workforce*.

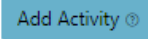

4. Click

Add

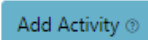

5. Enter the *Training Name*, *Training Date*, and *Training Type*.
6. If you are a state-level or ESD user that hosted a training, check the box next to each school district that had training participants in attendance. *If you are not a state-level or ESD user, skip this step.*
7. Enter the number of each type of participant attendee in the boxes under *Number of Training Activity Participants*.
8. Enter a brief *Training Description* (e.g., *Trained 45 mental health workforce participants in evidence-based screening tool.*)
9. Click

Do not enter activities that your entity attended but did not host. The entity that hosted the training will enter it into ADS and will indicate that your district attended the training.


Policy Development


1. On the **Activities main page** click .
2. Select *Policy Development* from the drop-down menu that appears.
3. Enter the *Policy/Practice Name* and the *Type of Policy/Practice Change* (new policy, revised policy eliminated policy).
4. Indicate if the policy has been completed or is still in process in the *Status of Change* field.
5. Indicate whether the policy change was related to addressing *Discipline Disproportionality*.
6. Enter the date that your district/building/etc. began working on the policy change in the *Date Began* field and the date the policy change was completed in the *Date Completed* field.
 - If the policy change is not yet complete, leave the *Date Completed* field blank and return later to enter that information.
 - Note that the *Status of Change* and the *Date Completed* fields much match. If the *Status of Change* field is marked as "complete" then the *Date Completed* field cannot be left blank and vice versa.
7. Enter a *brief Description of Policy/Practice Enacted, Eliminated, or Revised* (e.g., *School board adopted districtwide policy for universal screening*).
8. Click .

Successes/Challenges

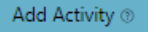

1. On the **Activities main page** click .
2. Select *Successes/Challenges* from the drop-down menu that appears.
3. Enter the *First day of reporting period*: the reporting period is a month. If the reporting period is February 2022, enter 2/1/22.
4. *Describe project successes or highlights this month.*
5. *Describe any lessons learned this month.*
6. *Describe any challenges you experienced this month.*
7. *Describe next steps planned for the coming months.*
8. Click .

Family/Student Engagement

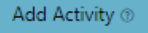

1. On the **Activities main page** click .
2. Select *Family/Student Engagement* from the drop-down menu that appears.
3. *Describe Strategies*: Describe the strategies employed to improve inclusion of inclusion of student and family voice in decisions about program services and policies.

4. Enter the *First day of reporting period*: the reporting period is a month. If the reporting period is February 2022, enter 2/1/22.
5. Enter the # of students engaged in strategies/activities to improve student/family voice.
6. Enter the # of parents engaged in strategies/activities to improve student/family voice.
7. Enter the # of community members engaged in strategies/activities to improve student/family voice.
8. Click  .


Meetings: Cross-Systems Meetings & Workforce Related Meetings


1. On the **Activities main page** click  .
2. Select *Meetings* from the drop-down menu that appears.
3. Select *Cross-Systems Meeting* or *Workforce Related Meeting* from the next drop-down menu that appears.
4. *Meeting Topic(s)*: Describe the topic or topics of the meeting.
5. Enter the *Meeting Date*.
6. Enter the number of each type of meeting participant attendee in the boxes under *Number of Meeting Activity Participants*.
7. Enter *Contextual Information*.
8. Click  .


Meetings: SEA Team Meetings & MTSS Meetings

1. On the **Activities main page** click  .
2. Select *Meetings* from the drop-down menu that appears.
3. Select *SEA Team Meeting* or *MTSS Meeting* from the next drop-down menu that appears.
4. *Meeting Topic(s)*: Describe the topic or topics of the meeting.
5. *First Day of Reporting Period*: Reporting periods are a given month. Enter the first day of the month you are reporting on. For example, if reporting on the month of February 2022, enter 2/1/22.
6. *Meetings During the Month*: Enter the number of SEA Team Meetings or MTSS Meetings that occurred during the month for which you are reporting.
7. Enter *Contextual Information*.
8. Click  .

Viewing & Editing Existing Activities

If you do not see the  button, you do not have permission to edit activity data. Talk with your supervisor about getting editing permissions.

To view an activity that has already been entered into ADS and appears on the list of activities, click  to the right of the desired activity. This will allow you to view the information that has been entered for the activity.

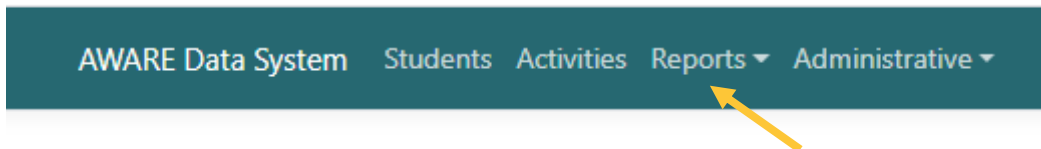
To edit an existing activity record, click  to the right of the desired activity.

Reports

Reports serve multiple purposes, as shown below:

Purpose	Available Reports
Aggregate data across all data that has been entered into ADS, allowing you to see total numbers of students, activities, and other aggregate indicators	<ul style="list-style-type: none">▪ Policy Development Report▪ Partnerships & Collaborations Report▪ MH Workforce Training Report▪ NonMH Workforce Training Report▪ Tier 2/Tier 3 Services Report
Provide information to you about tasks that need to be done	NOMs Status report: shows NOMs interviews that are due
Provide information about data quality or missing data	Coming soon

To access the **Reports** component of ADS, click on *Reports* in the teal menu bar at the top of the screen and select the desired report from the drop-down menu.



Filters

The filters in the **Reports** component of ADS function the same way as filters in the **Students** and **Activities** components. See page 19 for more information about **Students** filters and page 34 for more information about **Activities** filters.

Policy Development Report

The *Policy Development* report, seen in the image below, shows both **aggregate** data about all of the policy development activities *included in your filtered results* (in the gold rectangle below) and data about each **individual** policy development activity (in the blue rectangle below) *included in your filtered results*.

Policy Development Report

School Year ③	- all -	Site	- all -
Quarter ③	- all -	Completed or Started Date Range ③	
Month ③	- all -	Start of Date Range	mm/dd/yyyy
Status of Change	- all -	End of Date Range	mm/dd/yyyy
Filter	Reset		

Total Number of Policies:	2
Total Number of Policies Completed:	1
Average Days to Completion:	78
Total Number of New Policies:	0
Total Number of Policies Revised:	2
Total Number of Policies Eliminated:	0

Reporting Entity	Policy/Practice Name	Type of Change	Status	Discipline Disproportionality	Date Began	Date Completed	Number of Days to Completion	Mouse-Over for Description
Wahluke High School	Attendance policy updates	Revised	Complete	Yes	5/26/2021	8/11/2021	78	
Wahluke High School	Student truancy policy revised	Revised	In Progress	Yes	8/1/2021			

The aggregate data shown includes:

- Total number of policies changes (revised, created, & eliminated) that are **in process or complete**
- Total number of policies **completed**
- Average days to completion (time between *Date Began* and *Date Completed*)
- Total number of **new** policies
- Total number of policies **revised**
- Total number of policies **eliminated**

The data about each individual policy development activity includes:

- Reporting entity (e.g., the district that entered the activity into ADS)
- Policy/Practice name
- Status (e.g., complete or in process)
- Discipline Disproportionality
- Date Began
- Date Completed
- Number of Days to Completion
- Description (see the Mouse Over for Description explanation on page 14)

Partnerships & Collaborations Report

The *Partnerships & Collaborations* report, seen in the image below, shows both **aggregate** data about all of the partnership/collaboration activities *included in your filtered results* (in the gold rectangle below) and data about each **individual** partnership/collaboration activity (in the blue rectangle below) *included in your filtered results*.

Administrative ▾

Partnerships & Collaborations Report

School Year ⊕ 2021-2022 ▾

Quarter ⊕ - all - ▾

Month ⊕ - all - ▾

Filter Reset

Site - all - ▾

Activity Date Range

Start of Date Range mm/dd/yyyy 📅

End of Date Range mm/dd/yyyy 📅

Total Number of Partnerships:	2
Total Number of New Partnerships:	2
Total Number of Revised Partnerships:	0
Total Number of Community-based Partners:	1
Total Number of State-level Partners:	0
Total Number of Other Partners:	1

Reporting Entity	Partner Name	New or Revised	Date Finalized	Type of Organization	Mouse-Over for Description
Wahluke High School	ABC Agency	New	8/2/2021 12:00:00 AM	Community-based BH partner	🗨️
Wahluke High School	XYZ Agency	New	8/4/2021 12:00:00 AM	Other partner	🗨️

The **aggregate** data shown includes:

- Total number of partnerships that were reported
- Total number of **new** partnerships
- Total number of **revised** partnerships
- Total number of **community-based** partners
- Total number of **state-level** partners
- Total number of **other** partners

The data about each **individual** partnership/collaboration activity includes:

- Reporting entity (e.g., the district/entity) that entered the activity into ADS)
- Partner name
- New or revised
- Date Finalized
- Type of organization
- Description (see the Mouse Over for Description explanation on page 14)

Training Reports (MH Workforce & Non-MH Workforce)

The *MH Workforce Training* and the *Non-MH Workforce Training* reports are identical to each other except for the types of training participants displayed. As described on page 32, these 2 training types are targeted towards different participants.

As illustrated in the image below, the training reports contain both **aggregate** data about all of the training activities *included in your filtered results* (in the gold rectangle below) and data about each **individual** training activity (in the blue rectangle below) *included in your filtered results*.

NonMH Workforce Training Report

School Year: 2021-2022

Quarter: - all -

Month: - all -

[Filter](#) [Reset](#)

Site: - all -

Activity Date Range

Start of Date Range: mm/dd/yyyy

End of Date Range: mm/dd/yyyy

Total Number of Trainings Delivered: 2

Total Number of Participants: 76

Number of Trainings by Type:	Number of NonMH Participants:	Number of Trainings Attended by School District:
0 - Anti-stigma campaign	2 -School Administrators	2 - Wahluke School District
0 - Culturally-specific practices	0 -District Administrators	
1 - Mental health promotion	18-Classroom Teachers	
0 - Prevention	25-Parents	
0 - Rehabilitation	19-Community Members	
0 - Suicide prevention	11-Paraprofessionals	
0 - Supportive services	1 -Other School Staff (e.g., Cafeteria staff)	
0 - Telehealth	0 -Youth	
0 - Treatment		
1 - Other		

Participants

Reporting Entity	Training Name	Training Date	Training Type	School Administrators	District Administrators	Classroom Teachers	Parents	Community Members	Paraprofessionals	Other School Staff (e.g., Cafeteria staff)	Youth	Mouse-Over for Description
Wahluke High School	MHAT training for community	8/10/2021	Other	0	0	0	25	19	0	0	0	
Wahluke High School	MHAT training for school staff	8/15/2021	Mental health promotion	2	0	18	0	0	11	1	0	

The **aggregate** data shown includes:

- Total number of trainings delivered
 - These are trainings that the reporting entity **hosted/facilitated**. If you are a district or building running this report, the report will not show trainings hosted/facilitated by ESD 105 or OSPI on the *Total number of trainings delivered* line (even if your district attended those trainings).
- Total number of participants
- Number of trainings by type (e.g., mental health promotion, anti-stigma campaign, etc.)

- Number of participants of each type (e.g., school counselors, teachers, parents, etc.)
- Number of trainings attended by school district
 - This will only show if your assigned entity is ESD 105 or OSPI; it will not show for building and district users.
 - These are trainings that school district staff attended but did not host; the training was hosted by another entity such as ESD 105. See page 38 for more information on this.
 - If a district is not listed under this heading, it is because district staff did not attend any trainings that are included in your filtered results.

The data about each individual training activity includes:

- Reporting entity (e.g., the building, district, etc. that entered the activity into ADS)
- Training name
- Training date
- Training type
- The number of participants by type (e.g., school counselors, teachers, parents, etc.)
- Description (see the Mouse Over for Description explanation on page 14)

Tier 2/Tier 3 Services Report

The *Tier 2/Tier 3 Services* report provides **aggregate** data only. Individual student level data are not included in this report.

The screenshot shows the 'Tier 2/Tier 3 Services Reports' interface. It includes filters for School Year (2021-2022), Quarter (- all -), Month (- all -), Site (- all -), and Service Referral Date range (Start and End of Date Range). Below the filters is a table with the following data:

Reporting Entity	Tier 2			Tier 3			Tier 2 & 3 Combined		
	# of Referrals to T2 Svcs	# of T2 Referrals who accessed Svcs	% of T2 Referrals who accessed Svcs	# of Referrals to T3 Svcs	# of T3 Referrals who accessed Svcs	% of T3 Referrals who accessed Svcs	# of Referrals to T2 or T3 Svcs	# of T2 or T3 Referrals who accessed Svcs	% of T2 or T3 Referrals who accessed Svcs
Wahluke High School	0	0	0 %	3	1	33 %	3	1	33 %
Grand Total	0	0	0 %	3	1	33 %	3	1	33 %

As shown in the image above, **the aggregate data included in the report are:**

- Number of referrals to Tier 2 services
- Number of Tier 2 referrals where the student accessed services
- Percent of Tier 2 referrals where the student accessed services
- Number of referrals to Tier 3 services

- Number of Tier 3 referrals where the student accessed services
- Percent of Tier 3 referrals where the student accessed services
- Number of referrals to Tier 2 *and* Tier 3 services combined
- Number of Tier 2 *and* Tier 3 referrals where the student accessed services
- Percent of Tier 2 *and* Tier 3 referrals where the student accessed services

Service Referral Date Range Filter

Records are included when filtering on the *Service Referral Date range* filter based on the *Service Referral Date* field in the **Students** component of ADS, not on the *MTSS Referral Date* field. This means that if the student record does not have a valid date in the *Service Referral Date* field, it will not be included in this report, even if the *Outcome of Referral to MTSS* field was marked as referred to Tier 2 or Tier 3 services.

For example:

If setting the *Service Referral Date/Start of Date Range* to 3/1/2021 and the *End of Date Range* to 3/31/2021:

Student	MTSS Referral Date	Outcome of Referral to MTSS	Service Referral Date	Included in Report? Why/Why Not?
AAA	2/25/21	Tier 2 Services	3/2/21	Yes, because <i>Service Referral Date</i> is between 3/1/21 – 3/31/21
BBB	3/19/21	Tier 3 Services	4/2/21	No, because <i>Service Referral Date</i> is not between 3/1/21 – 3/31/21
CCC	3/10/21	Tier 2 Services	Null	No, because although the student was referred to Tier 2 services, the <i>Service Referral Date</i> is null.

NOMs Status Report

The *NOMs Status* report helps track when NOMs interviews should be conducted with students receiving Tier 3 services. As illustrated in the image below (in the blue rectangle), this report contains the following **individual** data about each student *included in your filtered results*:

- When the student’s next NOMs interview is due and the dates of the due date “window”
 - NOTE: See the NOMs Data section of this manual for more information about the NOMs interviews and the relevant due dates.
- Whether the student’s next NOMs interview is due, overdue, or not due yet
- What type of interview is due (i.e., Baseline or Reassessment)

NOMs Status Report

School Year: 2021-2022 ▼

NOMs Type Due: - all - ▼

Filter Reset

NOMS Due Date Range

Start of Date Range: mm/dd/yyyy 📅

End of Date Range: mm/dd/yyyy 📅

Student Code	Student Initials	Date Started Services	Date NOMs is due	Start of due date window	End of due date window	Type of NOMs Due	View	Edit
5454	XXX	10/3/2021	10/10/2021	10/3/2021	10/10/2021	Baseline	View	Edit
54646	CCC	11/1/2021	11/8/2021	11/1/2021	11/8/2021	Baseline	View	Edit
54646	CCC	11/1/2021	11/8/2021	11/1/2021	11/8/2021	Baseline	View	Edit
ASDSAKJH	FFF	11/5/2021	11/12/2021	11/5/2021	11/12/2021	Baseline	View	Edit
ASDSAKJH	HJH	11/8/2021	11/15/2021	11/8/2021	11/15/2021	Baseline	View	Edit
5456465	DDD	1/13/2022	1/20/2022	1/13/2022	1/20/2022	Baseline	View	Edit
11111	MSPD	7/9/2021	1/6/2022	12/7/2021	2/5/2022	Reassessment	View	Edit
898982	JML	8/23/2021	2/26/2022	1/27/2022	3/28/2022	Reassessment	View	Edit
56456	JJJ	10/6/2021	4/5/2022	3/6/2022	5/5/2022	Reassessment	View	Edit
56456465	LLL	10/5/2021	4/6/2022	3/7/2022	5/6/2022	Reassessment	View	Edit
5464	HHH	10/5/2021	4/9/2022	3/10/2022	5/9/2022	Reassessment	View	Edit
8978798	WWWW	10/12/2021	4/16/2022	3/17/2022	5/16/2022	Reassessment	View	Edit

Report Color Coding

The *NOMs Status* report uses colors to indicate the status of students’ NOMs interviews; that is, whether students are overdue for their NOMs interview, currently due, or not yet due, as described in the following table.

Color	Status	Example from Image Above, <u>Assuming that "today" is 2/1/22</u>
Red	Overdue	The end of the due date window for Student XXX's Baseline NOMs interview was 10/10/21 (see gold arrow above). Thus, as of "today" (2/1/22) this student's Baseline NOMs interview is overdue.
Yellow	Currently due	The start of the due date window for Student MSPD is 12/7/21 and the end of the due date window is 2/5/22 (see blue arrows above). Thus, as of "today" (2/1/22) this student is currently due for their Reassessment NOMs interview.
Green	Not yet due	The start of the due date window for Student HHH is 3/10/22 and the end of the due date window is 5/9/22 (see purple arrows above). Thus, as of "today" (2/1/22) this student is not yet due for their Reassessment NOMs interview.

Useful Filter

Because the report shows all students currently receiving Tier 3 services, even if they don't have a NOMs due for several months, the report could become quite lengthy. Use the *Start of Date Range* and *End of Date Range* filters to reduce the size of the report. These filters will include records where any part of the due date window falls within the date range filtered by.

For example: In the following image, the data was filtered on the dates 1/1/22 – 1/31/22 (see blue arrows). The filtered report shows student JML, whose *Date NOMs is due* (2/26/22) is not in the filtered date range, because the *Start of the due date window* (1/27/22; see gold arrows) is within the filtered date range (1/1/22 – 1/31/22).

NOMs Status Report

School Year: 2021-2022
 NOMs Type Due: - all -

NOMS Due Date Range:
 Start of Date Range: 01/01/2022
 End of Date Range: 01/31/2022

Filter Reset

Student Code	Student Initials	Date Started Services	Date NOMs is due	Start of due date window	End of due date window	Type of NOMs Due	
5456465	DDD	1/13/2022	1/20/2022	1/13/2022	1/20/2022	Baseline	View Edit
564564	ACC	1/19/2022	1/26/2022	1/19/2022	1/26/2022	Baseline	View Edit
11111	MSPD	7/9/2021	1/6/2022	12/7/2021	2/5/2022	Reassessment	View Edit
898982	JML	8/23/2021	2/26/2022	1/27/2022	3/28/2022	Reassessment	View Edit

1

Glossary of Acronyms

Acronym	Definition
ADS	AWARE Data System
AWARE	Advancing Wellness and Resilience in Education
CMHS	Center for Mental Health Services
ESD	Educational Service District
GPRA	Government Performance and Results Act
IPP	Infrastructure Development, Prevention, and Mental Health Promotion
LEA	Local Education Agency
LG	Looking Glass Analytics
MTSS	Multi-tiered system of support
NOMs	National Outcome Measures
OSPI	Office of Superintendent of Public Instruction
SAMHSA	Substance Abuse & Mental Health Services Administration
SEA	State Education Agency
SPARS	SAMHSA's Performance Accountability and Reporting System

Index

- Activities, 8, 31
 - Types, 31
- Components, 8
- Contacts, 6
- Data Entry
 - When to enter data, 5
- Date fields, 10
- Deleting records, 15
- Editing existing data
 - Activities data, 41
 - Editing existing student data, 21
 - Updating an existing referral, 25
- Entering data
 - Activities data, 38
 - Entering student data, 20
- Entity
 - Assigned entity, 9
- Exiting students from services, 26
- Family/Student Engagement Efforts, 32
 - Entering data, 39
- Field
 - Definition, 10
- Filters, 11
 - Activity date range, 36
 - Activity filters, 35
 - ADS remembers them, 13
 - Applying a filter, 12
 - Common filters, 13
 - MTSS referral date range, 20
 - Multiple filters, 12
 - On/Off, 13
 - Removing, 13
 - Report filters, 42
 - School year filter, 19, 35
 - Students filters, 19
- Finding ADS, 7
- Intervention types, 23
- Meetings, 32
 - Entering data, 40
- Mouse over for description, 14
- NOMs, 27
 - Administrative NOMs, 28
 - Entering NOMs data, 28
 - NOMs due dates, 29
- Pages of records, 11
- Partnerships/Collaborations, 31
 - Report, 44
- Password
 - Resetting, 9, 10
- Permissions, 10
- Policy Development, 31
 - Entering data, 39
 - Report, 42
- Records
 - Definition, 10
 - Deleting, 15
- Referrals, 16
 - Adding an MTSS referral, 22
 - MTSS referrals, 17
 - Primary intervention type, 23
 - Referral pathway, 16
 - Service referrals, 17
 - Tier 2 referrals, 23
 - Tier 3 referrals, 24
 - Updating an existing referral, 25
- Reports, 8
 - Filters, 42
 - NOMs Status Report, 48
 - Partnerships/Collaborations report, 44
 - Policy development report, 42
 - Training reports, 45
 - Types, 42
- Search by description, 37
- Services
 - Community-based, 26
 - School-based, 26
- Students, 8, 16
 - Accessing Students main page, 18
 - Viewing Students main page, 18
- Successes/Challenges, 32
 - Entering data, 39
- Terms used in manual, 10

Tier 2/Tier 3 Services Report, 46

Timing out, 10

Trainings, 31

 Entering data, 38

 MH workforce vs NonMH workforce, 32

 Mixed MH & NonMH trainings, 33

Reports, 45

User Account, 9

 Obtaining a user account, 7

Viewing existing data

 Activities data, 41

 Viewing existing student data, 21