

RISE Strengthening Multi-tiered System of Supports Tier 2/Tier 3 Initiative
PROTOCOL: Behavioral Health Systems Navigator Monthly Activity Tracker

This brief data collection tool is intended to account for project activities conducted within your region during the reporting period. A link to the data entry platform can be found [HERE](#). This is a way for you to report information about project activities related to expanding organizational capacity to implement a Multi-tiered System of Supports (MTSS) and strengthen family-school-community partnerships through systems integration, coordination, and awareness. This is also a way to contextualize the activities conducted each month in your role as the Behavioral Health Systems Navigator, including identified strengths and/or concerns as well as barriers affecting project success. Missing data will be considered as indicating no activity and reported as zero. Please report on activities conducted during the previous month. Data are due on the 5th working day following the end of the reporting month. The evaluator will contact you if there are any questions about the information provided.

INSTRUCTIONS FOR COMPLETING THE ONLINE FORM

PAGE 1: Monthly Tracking

Q-1. Reporting Month: From the drop-down, select the month for which data is being submitted.

Q-2. Reporting Year. Select the year for which data is being submitted.

Q-3. Site: Select the site the data represent.

DATA ENTRY EXAMPLE:

Monthly Tracking

A requirement of the RISE Strengthening Multi-tiered System of Supports Tier 2/Tier 3 Initiative is the hiring of a 0.5 FTE Behavioral Health Systems Navigator. The role of this individual is to *"engage district/school and community-level partners, including parents and youth, in designing and enhancing systems of care support. The Navigator will work collaboratively with education and health care partners, to review policies and practices and make recommendations to reduce barriers to service delivery."*

Overall, this work is tied to two specific project goals:

- **Expand organizational capacity to deliver school-based mental health services and supports through a trauma-informed MTSS framework.**
- **Strengthen/Build family-school-community partnerships to reduce barriers to engagement.**

This brief data collection tool is intended to account for project activities conducted within your region during the reporting period. It is a way for you to report information about project activities related to expanding organizational capacity to implement a Multi-tiered System of Supports (MTSS) and strengthen family-school-community partnerships through systems integration, coordination, and awareness. This is also a way to contextualize the activities conducted each month in your role as the Behavioral Health Systems Navigator, including identified strengths and or concerns or barriers affecting project success. Missing data will be considered as indicating no activity and reported as zero. Please report on activities conducted during the previous month. **Data are due on the 5th working day following the end of the reporting month.**

1. Reporting Month

September

2. Reporting Year

2020

3. Site

Highline Public Schools

Next

0%

PAGE 2: Expanding Organizational Capacity: Part One

This section of the form is designed to capture information about activities conducted in your region to facilitate cross systems partnerships and to expand the organizational capacity of your region to deliver school-based mental health services and supports through a trauma-informed MTSS framework.

Related Project Objective

- Develop a common language across education and community-based behavioral health providers. (For additional information, see Objective 1.4 and corresponding project indicators in Logic Model.)

Q-4. Number of Meetings with Community-based Partners: Indicate the number of meeting held with community stakeholders.

Q-5. Participants: Select the types of participants that engaged in the activities reported in Q-4. If “Other” is selected, specify participant type.

Q-6. Meeting Topics & Contextualization: For each of the meetings identified in Q-4, provide a brief summary of the meeting purpose, topics covered, and any outcomes of these discussions.

DATA ENTRY EXAMPLE:

Expanding Organizational Capacity: Part One

Expanding Organizational Capacity: The following section is designed to capture information about activities conducted in your region to facilitate cross systems partnerships and to expand the organizational capacity of your region to deliver school-based mental health services and supports through a trauma-informed MTSS framework.

Related Project Objective

- Develop a common language across education and community-based behavioral health providers. (For additional information, see Objective 1.4 and corresponding project indicators in Logic Model.)

4. Indicate the number of meetings held with community stakeholders: (enter 0 if none)

5. Indicate the type of stakeholder participants engaged in these meetings:

- Family Youth System Partner Roundtable (FYSPRT)
- Accountable Communities of Health (ACH)
- MCOs
- BHOs
- Community-based SUD provider(s)
- Community-based MH provider(s)
- Other - Write In (Required) *
- Other - Write In (Required) *

6. Specify the topics of each of these meetings and briefly describe any outcomes of these.

Met with four local community-based mental health providers (via phone) to introduce myself and the role of the BHSN, as well as to understand the services provided by each agency. Follow-up planned to establish a point of contact at each agency.



Page 3: Expanding Organizational Capacity: Part Two

Related Objective

- Implement and refine Tier 2 and Tier 3 services and supports, districtwide; incorporate databased decision making and progress monitoring; assess fidelity. (For additional information, see Objective 1.3 and corresponding project indicators in Logic Model.)

Q-7. Type of Meetings with School and/or District partners: From the list, select the type(s) of activities conducted with education partners during the reporting period. Select all that apply.

Q-8. Participants: Select the types of participants that engaged in the activities reported in Q-7. If “Other” are selected, specify participant type.

Q-9. Meeting Contextualization: For each activity identified in Q-7, provide a brief summary of the interaction, including the purpose, topics covered, and any outcomes of these discussions.

DATA ENTRY EXAMPLE:

Expanding Organizational Capacity: Part Two

Related Objective

Implement and refine Tier 2 and Tier 3 services and supports, districtwide; incorporate databased decision making and progress monitoring; assess fidelity. (For additional information, see Objective 1.3 and corresponding project indicators in Logic Model.)

7. Select the types of activities conducted with the districts in your region. (Select all that apply)

- Technical assistance and/or trouble shooting (problem solving) related to Medicaid and/or private insurance billing processes/procedures
- Development of school and community-based referral pathways
- Development of school-based behavioral health service delivery model
- Development of coordination of care model
- Facilitated development/implementation of MOU's with community-based providers
- Establish linkages between district/school and community-based partners related to Medicaid billing processes/procedures
- Other - Write In (Required) *
- Other - Write In (Required) *

8. Indicate the type of participants engaged in the activities selected above. (Select all that apply)

- ESD Staff
- District Administrators
- Finance Staff
- Health Services Staff
- Campus Security/Safety Staff
- Student Support Staff
- Teaching & Learning Staff
- Special Education Staff
- Parents
- Community Members
- Other - Write In (Required) *

9. Briefly describe the activities conducted as indicated above, including any results.

Participated in the District-level MTSS Team via Zoom to introduce myself and the role of the BHSN, answer questions, solicit ideas for immediate next steps.

Page 4: Strengthening Family-School-Community Partnerships

In this section, report the number of activities conducted to increase awareness of the role of the Behavioral Health Systems Navigator and to reduce barriers to family service engagement.

Related Project Objective

- Annually, develop and implement at least one family-school-community initiative to reduce barriers to engagement. (For additional information, see Objective 3.1 and corresponding project indicators in Logic Model.)

Q-10. Number of Awareness Activities Conducted: Report the number of awareness activities conducted.

Q-11. Participants: Select the types of participants that engaged in the activities reported in Q-10. If “Other” is selected, specify participant type.

Q-12. Meeting Topics & Contextualization: Specify the topics of activities and briefly describe the purpose of the awareness activity and how the information was disseminated (e.g. newsletter, conference call, in-person meeting).

DATA ENTRY EXAMPLE:

Family-School-Community Partnerships

Strengthening Family-School-Community Partnerships: In this section, report the number of activities conducted to increase awareness of the role of the Behavioral Health Systems Navigator and to reduce barriers to family service engagement.

Related Project Objective

- Annually, develop and implement at least one family-school-community initiative to reduce barriers to engagement. (For additional information, see Objective 3.1 and corresponding project indicators in Logic Model.)

NOTE: Best-practices describe family-school-community partnerships as those “*inclusive of all stakeholders’ perspectives – family, school and community – with a shared vision and goals for the program. All partners have vested interest in providing the most effective services that ensure the mental health and wellness needs of all students.*”

Establishment of these includes:

- Making families aware of their child’s social and emotional development and how to support behavioral learning at home.
- Including families and community partners in intervention planning and counseling efforts.
- Organizing school-based teams that include family members, community partners, and key school personnel.
- Collaboration across systems to reduce duplication of services.

10. Indicate the number of awareness activities conducted: (enter 0 if none)

2

11. Check all types of persons who participated in these offerings.

- ESD Staff
- District Staff
- School Staff
- Parents
- Students
- Community-based MH providers
- Community-based SUD providers
- Other - Write In (Required) *
- Other - Write In (Required) *

12. Specify the topics of activities and briefly describe the purpose of the awareness activity and how the information was disseminated (e.g. newsletter, conference call, in-person meeting)

1. Sent introductory e-mails to Principals at all 10 targeted buildings; provided an introduction and asked for meetings to discuss unique needs in each building.
2. Included BHSN intro in Parent Newsletter.

Page 5: Highlights, Barriers & Next Steps (NOTE: This section required)

Q-13. Briefly explain any highlights, major accomplishments, or significant events related to the project that occurred during the reporting period, and any impacts. Specific examples of actual accomplishments (as appropriate) should be included.

Q-14. In this section, describe any barriers or challenges that you may have encountered during implementation of activities. Briefly detail how you plan to deal with or resolved these.

Q-15. Briefly summarize what you hope to accomplish in the next month as it relates to your role as the Behavioral Health Systems Navigator.

DATA ENTRY EXAMPLE:

Highlights, Barriers & Next Steps

13. Briefly explain any highlights, major accomplishments, or significant events related to the project that occurred during the reporting period, and any impacts. Specific examples of actual accomplishments (as appropriate) should be included. *

It was exciting to begin this work through introductions of the role of the BHSN across the district and with individual schools. I already understand the diversity of needs across the sites and how this role can help improve and streamline the system.

14. In this section, describe any barriers or challenges that you may have encountered during the reporting period. Briefly detail how you plan to deal with or resolve these. *

Virtual-learning and online introductions have been challenging and create barriers to relationship-building. However, I plan to be persistent and consistent with communication to overcome this challenge.

15. Briefly summarize what you hope to accomplish in the next month as it relates to your role as the Behavioral Health Systems Navigator. *

Moving forward into the next month I hope to meet with targeted buildings individually as well as gain a better understanding of the the existing relationships the district has with community-based MH providers.

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