

Kaiser Permanente MTSS Foundation Grant Quarterly Reporting PROTOCOL

This survey ([LINK HERE](#)) is intended to account for project activities conducted within your district each quarter of the KP MTSS Foundation Grant period (October 2019 – June 2021). It is a way for you to report information about the activities you are conducting to meet the goals of the grant: *To improve mental health awareness and promotion in schools and expand district capacity to address staff's mental health and wellness.*

This survey asks you to report on the number and type of activities conducted as well as to contextualize the activities conducted by including identified strengths, concerns and/or barriers that may affect project progress.

Missing data will be considered as indicating no activity and recorded as zero. **The survey is to be completed and submitted quarterly** no later than the 10th of month following the last day of the quarter (e.g. Q1 Oct-Dec. 2019, due January 10th, 2020). The evaluator will contact you if there are any questions about the information provided. Contact Megan Osborne with any questions regarding data submission at megan.b.osborne@gmail.com.

1) School District*

Bellingham Kent North Thurston Tenino

Select the school district you represent.

2) Reporting Period*

Q1: Oct-Dec 2019 Q2: Jan-Mar 2020 Q3: Apr-Jun 2020 Q4: Jul-Sep 2020
 Q5: Oct-Dec 2020 Q6: Jan-Mar 2021 Q7: Apr-Jun 2021

Select the quarter for which data are being reported (i.e. previous 3-months).

3) Did your school district establish a MTSS team during the current reporting period?

- Yes, a district MTSS team was established and met for the first time this reporting period.
- No, the district has yet to establish a MTSS Team.
- N/A, the district MTSS Team was established during a previous reporting period.
- N/A, the district MTSS Team was in place prior to this project.

Indicate the status of your district MTSS team during the reporting period. Answer this question each reporting period, even if the status of your team has not changed from the previous reporting period.

4) Please list the members (by position) of your district MTSS team.

Answer this question if you responded “Yes, a district MTSS team was established and met for the first time this reporting period.” Or “N/A, the district MTSS Team was in place prior to this project.” List the members of your team and which department/grade/position they represent.

You only need to answer this question once per project year, as appropriate.

5) Did your district complete the RISE Index during the reporting period?

Yes, the district completed the RISE Index this reporting period.

No, the district has yet to complete the RISE Index.

N/A, the district completed the RISE Index during a previous reporting period.

Indicate the status of completion of the RISE Index (includes both District and school-level). Answer this question each reporting period.

6) DISTRICT-LEVEL: Indicate the domains completed (check all that apply):

All four domains of the RISE Index Completed

District-Staff Well-Being (DWB) Completed*

District Leadership Team (DLT) Completed

District-wide Policies & Procedures (DWP) Completed*

District-level Collaboration (DLC) Completed

Answer this question if you selected “Yes, the district completed the RISE Index this reporting period” in the previous question. Indicate whether your team completed all or some of the District RISE Index domains. Select all that apply.

**Indicated required domains.*

7) SCHOOL-LEVEL: Indicate the domains completed (check all that apply):

All five domains of the RISE Index Completed

School Well-Being (SWB) Completed

School Systems (SYS) Completed

Universal Prevention Strategies (UPS) Completed

Targeted Intervention Strategies (TIS) Completed

Collaboration (COL) Completed

Answer this question if you selected “Yes, the district completed the School RISE Index this reporting period” in the previous question. Indicate whether your team completed all or some of the RISE Index domains. Select all that apply.

8) During the reporting period, was a youth-led mental health awareness and promotion campaign to reduce stigma launched in the district?

Yes, a youth-led mental health awareness and promotion campaign was launched in the district.

No, a youth-led mental health awareness and promotion campaign has yet to be launched.

No, a youth-led mental health awareness and promotion campaign was launched during a previous reporting period.

Indicate what actions were taken to initiate a youth-led mental health awareness and promotion campaign during the reporting period. Answer this question each quarter.

9) What phase(s) of the awareness campaign have you completed? (check all that apply)

Stakeholder Identification: Students/staff are in the process of identifying those groups to be targets by campaign (e.g. students, staff, parents, community).

Design Planning: Student leaders are in the process of designing/refining the awareness campaign strategies in collaboration with adult leaders.

Implementation: The campaign has been launched/is currently active.

Evaluation: Post-data (e.g. survey of those targeted by the campaign) are collected; data are utilized to gauge effectiveness; changes to campaigns are made based on participant feedback (as appropriate).

Answer this question if you selected either “Yes, a youth-led mental health awareness and promotion campaign was launched in the district” or “No, a youth-led mental health awareness and promotion campaign was launched during a previous reporting period.” Indicate the current status of the campaign.

10) Briefly describe the role students are playing in this campaign.

Describe the role students are playing in this effort. Illustrate how the campaign has been “student-led”.

11) Please list the school building(s) in which a mental health and awareness campaign was launched and briefly describe the nature of the campaign (i.e. topic, audience (e.g. students, staff, parents), activities, etc.).

List all the school buildings in which a mental health and awareness campaign was launched during the reporting period. Summarize these efforts by building, as appropriate. Include the targeted audience of each campaign (e.g. students, staff, parents, etc.).

NOTE: This grant funding requires at least one student-led mental health and awareness campaign in at least one school building in the district during the project period.

12) Please indicate the number and type of individuals reached by the mental health awareness and promotion campaign(s). (Report all that apply).

Students: _____

Families: _____

Community Partners: _____

Other (specify): _____

Report the count of stakeholders reached by this effort, by type. If "other", indicate the category of participant and number reached.

13) During the reporting period, did the district develop a trauma-informed mental health awareness professional development plan?

- () Yes, a plan was developed.
- () No, the district has yet to develop a professional development plan.
- () N/A, the district developed a plan during a previous reporting period.

Indicate whether a professional development plan was developed during the reporting period. Answer each reporting period.

14) Indicate the number of professional development offerings held related to staff mental health and awareness during the reporting period. If none, report 0.

Answer this question if you selected "Yes, a plan was developed" or "N/A, the district developed a plan during a previous reporting period" in the previous question. Enter the number (count) of such offerings occurring during the reporting period.

15) Briefly describe the topics of these professional development trainings.

Summarize the topics of these offerings (e.g. ACEs, Trauma-Informed, Self-Care, etc.)

16) Report the number and type of staff engaged in these offerings (Report all that apply).

Classroom Teachers: _____

School Counselors/Psychologists: _____

Building Administrators: _____

Other School Staff: _____

District Administration: _____

Other District Staff: _____

Other (Specify): _____

Enter the number of participants engaged in these offerings by participant type. If "other", indicate the category of participant and the number engaged in these PD offerings.

17) During the reporting period, did the district develop a wellness plan based on results from the RISE Index?

() Yes, our district developed a staff wellness plan.

() No, our district did not develop a staff wellness plan.

() N/A, a staff wellness plan was created during a previous reporting period.

Indicate the status of the development of a district staff wellness plan. Staff wellness plans should be developed based on results to the School Well-Being (SWB) domain of the RISE Index. Answer this question each reporting period.

18) Indicate the number staff self-care and wellness offerings provided.

Report the number of wellness offering provided during the reporting period.

19) Briefly describe the topics these offerings.

Provide a brief summary of the nature and content of these staff wellness offerings (e.g. topic, purpose, etc.)

20) Report the number and type of staff participating in wellness/self-care offerings. (Report all that apply).

Classroom Teachers: _____

School Counselors/Psychologists: _____

Building Administrators: _____

Other School Staff: _____

District Administrators: _____

Other District Staff: _____

Other (specify): _____

Enter the number of participants engaged in these offerings by participant type. If "other", indicate the category of participant and the number engaged in these wellness offerings.

21) Please add any additional information you feel may be important for us to know related to the work conducted as part of the KP MTSS Foundation Grant during this reporting period.

Briefly explain any highlights, major accomplishments, or significant events related to the project overall that occurred during the reporting period, and any impacts. Specific examples of actual accomplishments (as appropriate) should be included. This is also an opportunity to share any barriers or challenges that you may have encountered during implementation of activities during the reporting period. Briefly detail how you plan to deal with or resolved these.