



Safe Supportive Learning

Engagement | Safety | Environment

Project Prevent Fall 2014 Initial Needs Assessment

We welcome you to the community of FY 2014 Project Prevention grantees on behalf of the U.S. Department of Education, Office of Safe and Healthy Students. We hope that this meeting and ongoing support from the National Center on Safe Supportive Learning Environment (NCSSE) will assist your schools in preventing pervasive violence and meet the needs of students exposed to that violence.

You will have a team of technical assistance specialists (TASs) from NCSSE who will support you with trainings, individualized consultation, resources and peer based learning. In order for us to customize our services to you, during today's meeting you will start working on this tool. Then each of our TASs will set up a telephone meeting with you next week to support you as you continue completing it if needed.

Instructions

The following document includes a series of questions. We will start working on it here. Please provide as much information as possible at this time based on what you know. If you don't know the answer, feel free to ask someone in your district/school and share the answers later. This will be an opportunity for the TAS and you to get to know each other and for the TAS to get to know the needs of your schools and its community. Remember you will continue to work with the TAS weekly throughout this year and into the future.

A. General Information

Please complete the table below. If you have any questions, ask your TAS.

Grantee/LEA Name(s) (if more than one or different from grantee name)	
State	
Number of participating schools in LEA(s) (if more than one participating LEA, note number of schools for each)	
Name of Person Completing Form	
Title/Position	
Telephone Number	
E-Mail Address	
Best days and times to reach you (in case further questions arise)	

B. Readiness

1. Are you the project director for this grant?

Yes No

a. If you are not the project director, has that person been hired?

Yes No

b. Has any of the staff who will work on this grant been hired? Please list new hires

NOTE: The Center would like to know the extent to which *schools* across the 22 Project Prevent grantees are experiencing the same needs. Thus, some of the following questions ask you to enter the number of participating schools that pertain to each response. **If you do not have the requested information, please go back to your district and provide the needed information to your TAS.**

C. Baseline Data for the Three Project Prevent Performance Measures

2. Do participating schools have the last school year (SY 2013-14) baseline data you will need to respond to: **Performance Measure 1:**

Prevalence of violent, aggressive, and disruptive behavior in schools served by the grant?

Have data from SY 2013-14?		Source of data (e.g., LEA or school administrative records [incident counts] and/or survey data)	If survey data, who were the respondents?
Yes/No	No. of schools		
Yes			
No			
Don't Know			

TASs may pre-populate these sections and confirm with grantee.

3. If your schools do not have baseline data, what are your plans for collecting these data in SY 2014-15? [Enter plans and data source details in box below] If you don't know, get back to your TAS.

4. Do participating schools have the last school year (SY 2013-14) baseline data you will need to respond to **Performance Measure 2:**

Number of students in schools served by the grant receiving school-based and community mental health services to address student needs resulting from exposure to violence?

Have data from SY 2013- 14?		Source of data (e.g., LEA or school administrative records [incident counts] and/or survey data)	If survey data, who were the respondents?
Yes/No	No. of schools		
Yes			
No			
Don't Know			

TAS may pre-populate these sections from application and confirm with grantee.

5. If your schools do not have baseline data, what are your plans for collecting these data in SY 2014-15? [Enter plans and data source details in box below]. If you don't know, get back to your TAS.

6. Do participating schools have the last school year (SY 2013-14) baseline data you will need to respond to **Performance Measure 3:**

School engagement¹ of students in schools served by the grant?

Have data from SY 2013- 14?		Source of data (e.g., LEA or school administrative records [incident counts] and/or survey data)	If survey data, who were the respondents?
Yes/No	No. of schools		
Yes			
No			
Don't Know			

TASs may prepopulate these sections from the application and confirm with grantee.

7. If your schools do not have baseline data, what are your plans for collecting these data in SY 2014-15? [Enter plans and data source details in box below]. If you don't know, get back to your TAS

¹ The RFA defines *School engagement* as “participation in school-related activities, and the quality of school relationships, which may include relationships between and among administrators, teachers, parents, and students.”

D. Planned Activities to Expand and Improve LEA Capacity

8. The Project Prevent grant required you to select at least three of the five proposed activities below (see RFA Application Requirements, Section 3, a-e)

7A: Please check off those you selected in your application. If you did not select a given activity, check the NA [x] box. TASs may pre-populate any of these boxes from the application and confirm with the grantee.

Proposed Activities	Selected	N/A
<p>RFA (3)(a): Professional Development Opportunities <i>Training for LEA and school mental staff on screening and responding to violence-related trauma, implement school-based mitigation strategies</i></p>		
<p>RFA (3)(b): School-Based Mental Health Services <i>Improve the availability and quality of school mental health staff by hiring new staff. Provide staff who have expertise and training in violence prevention and in responding to students who have experienced trauma as a result of exposure to trauma.</i></p>		
<p>RFA (3)(c): Providing training <i>To select school staff, community partners, youth and parents and train them on student exposure to violence; the importance of screening; providing interventions to help students with traumatic events.</i></p>		
<p>RFA (3)(d): Addressing the Needs of Students <i>Developing better target services to these students; improving assessment processes for students exposed to pervasive violence resulting in mental, emotional and behavioral disorders</i></p>		
<p>RFA(3)(e): Enhancing System Linkages <i>Enhancing linkages between LEA mental services and community mental health services to receive referrals; Enlarge opportunities using ACA and PP to expand mental health and substance abuse coverage</i></p>		

7B: Across the proposed activities, what kind of training or professional development opportunities are you planning or considering at this point in time? (Note: This list can be updated later in the year)

Training or Professional Development (PD) Opportunity Topic	Target Audience (administration, project staff, teachers, counselors, community partners, etc.)	Approximate timeframe (season; month) training or PD to be offered

7C: What training and technical assistance do you think you will need to provide these opportunities? (research/information, experts, trainers, individualized consultation, peer based learning)

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E. Programs and Practices Being Implemented

9. What programs and practices (interventions and activities) are you currently implementing that you plan on improving or expanding in your participating schools?
- Please list anything you are aware of at this time. This list can be updated later in the year as more information is collected from schools.

Violence Prevention	Mental Health Promotion	Student Engagement

10. What new programs and practices (interventions and activities) do you plan on implementing in your participating schools if you know at the moment?
- Please list anything you are aware of at this time. This list can be updated later in the year as more information is collected from schools.

Violence Prevention	Mental Health Promotion	Student Engagement

11. What training/technical assistance do you think you will need to implement programs and practices? (research/information, experts, trainers, individualized consultation, peer based learning)

F. General TA Needs

12. What questions do you have or help do you need to get up and running during this first year of the grant?

Public Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4536 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1800-0011. **Note: Please do not return the completed Customer Feedback Form to this address.**