OMB No 0930-XXXX

Expiration Date: XX/XX/XXXX

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.  The OMB control number for this project is 0930-xxxx.  Public reporting burden for this collection of information is estimated to average 360 minutes per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.  Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 1 Choke Cherry Road, Room 2-1057, Rockville, Maryland, 20857.

**Substance Abuse and Mental Health Services Administration**

**Multi-Site Evaluation of the Safe Schools Healthy Students State Program**

**State Collaboration Indicator Data Instrument Template**

The data defined in this instrument will be directly entered by each grantee district into a secure online Safe Schools Healthy Students Evaluation Data System (SHEDS). The Multi-Site Evaluation team will work with local evaluators or grantees to ensure that the required indicators will be available. This document identifies the indicators that will be requested at the district level. Reporting will be quarterly. The Multi-Site Evaluation team will work with each state to agree on data collection processes to support this request, and identification of persons responsible for entering data into SHEDS each quarter.

*Glossary:*

* **Project** refers to the program primarily funded through the SS/HS State Program grant from the Substance Abuse and Mental Health Services Administration.
* **Members** include individual representatives and organizations that are on the State Management Team.
* **Partners** include all individuals who participate in program activities as part of the network of agencies, organizations, and individuals who are involved in SS/HS State Program work. It is the most inclusive network of contributors.

**Reporting Period:** MM/DD/YY – MM/DD/YY

**State Management Team / Partnership**

***Meetings***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event** | **Activity this period?** | **# of Units** | **# Meetings** | **Total # of Members Attending** | **Total # of Non-member Participants** | **Total # of Attendees** | **Meeting Formats** | | **Meeting Activities / Outputs** | |
| *Data Type* | Yes / No | # | # | # | # | # | Check up to 3 | Response Options | Check up to 3 | Response Codes |
| **SMT Collaboration Meetings** |  |  |  |  |  |  |  | 1. Standing member-ship meeting 2. Executive leader-ship meeting 3. Standing committee 4. Task work group 5. Problem solving workgroup 6. Other: Specify |  | 1. Information sharing 2. Review / approval 3. Decision input 4. Policy decision making 5. Resource decision making 6. Problem solving / recommendations 7. Task design and implementation 8. Other. Specify |
| **SMT Meetings: Work Teams, Committees** |  |  |  |  |  |  |  |  |
| **Other Grantee Leadership Meetings** |  |  |  |  |  |  |  |  |
| **Other SS/HS State Partner Meetings** |  |  |  |  |  |  |  |  |

***Member and Partner Involvement***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **# Added this period by sectora** | | | | | **# Lost this period by sectora** | | | | | **# Contributingb resources this period by sectora** | | | | | **# Involved**b **in state tasks this period by sectora** | | | | | **# Involvedb in district liaison work this period by sectora** | | | | |
|  | **1** | **2** | **3** | **4** | **5** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Data Type* | *Number* | | | | | *Number* | | | | | *Number* | | | | | *Number* | | | | | *Number* | | | | |
| **SMT Members** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **State Network Partners** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**a** Sector Key: 1) Education, 2) Justice / Law Enforcement, 3) Mental / Behavioral Health, 4) Child / Family Services / Social Welfare, 5) Other

b Involved in activities/ contributions other than during meetings

**State Program / Collaboration Activities**

***State SS/HS Website***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Feature on Site?** | **# Hits/ Views/ Questions c** | **# Downoads** | **# Events/ Added Items** | **# Participants** | **# Uploads / Submissions** | **Priority Target Audience(s)** | | **Password Required ?** |
| *Data Type* | *Yes/*  *No* | *#* | *#* | *#* | *#* | *#* | *Check up to 3* | *Response Options* | *Yes/*  *No* |
| **State SS/HS Site Homepage** |  |  |  |  |  |  |  | 1. General public 2. State members/ partners 3. Sub-grantees (district, school) 4. LEA members/ partners 5. School staff 6. School partners 7. Sector workforce members 8. Parents & youth 9. Other specify |  |
| **Calendar** |  |  |  |  |  |  |  |  |
| **Member / Partner List** |  |  |  |  |  |  |  |  |
| **Coalition News** |  |  |  |  |  |  |  |  |
| **Sub-grantee (District/ School) News** |  |  |  |  |  |  |  |  |
| **Features** |  |  |  |  |  |  |  |  |
| **Contact Us Online** |  |  |  |  |  |  |  |  |
| **Question Submission** |  |  |  |  |  |  |  |  |
| **TA/ Training Webinars** |  |  |  |  |  |  |  |  |
| **Materials: EBPs** |  |  |  |  |  |  |  |  |
| **Materials: Coalition Documents** |  |  |  |  |  |  |  |  |
| **Materials: Practice Information** |  |  |  |  |  |  |  |  |
| **Materials: Other** |  |  |  |  |  |  |  |  |
| **Resource List** |  |  |  |  |  |  |  |  |
| **Links** |  |  |  |  |  |  |  |  |
| **Coalition Monitoring / Performance** |  |  |  |  |  |  |  |  |
| **Online GPRA Data Entry** |  |  |  |  |  |  |  |  |
| **Other Online Data Entry** |  |  |  |  |  |  |  |  |
| **Other Feature (Specify:)** |  |  |  |  |  |  |  |  |

c If not applicable click NA/ If applicable but unknown leave blank

***Guidance / Support for LEAs / Districts, Schools, and Communities***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Activity in your state?** | **Districts Served** | **Schools Served Directly** | **Community Orgs Served Directly** | **# of events / contacts** | **# of participants** | **Material / Training Content** | | **SS/HS Sectors / Topics Addressed in Materials** | |
| *Data Type* | *Yes/ No* | *#* | *#* | *#* | *#* |  | *√ all that apply* | *Response Options* | *√ all that apply* | *Response Options* |
| **Help line (phone/ e-mail)** |  |  |  |  |  |  |  | 1. SS/HS Framework 2. SS/HS require-ments 3. Other SS/HS materials 4. Required programs 5. Optional programs 6. EBPs 7. Collaborative practices 8. Workforce skills 9. Cultural competence 10. Health disparity 11. Evaluation / monitoring 12. Other specify |  | 1. Education: School climate 2. Education: Disciplinary policy 3. Education: Safety 4. Education: Other 5. Law enforcement: On-campus practices 6. Law enforcement: Other 7. Mental Health: Access/ disparity reduction 8. Mental Health: EBPs 9. Mental Health: Social / emotional development 10. Early Childhood Services 11. Substance use / violence prevention: EBPs 12. Substance use / violence prevention: other 13. Positive youth development 14. Family, student, community, school collaboration 15. Service integration 16. Other |
| **Social media messages (e.g., facebook, twitter)** |  |  |  |  |  |  |  |  |
| **Need Identification (input on helpful supports)** |  |  |  |  |  |  |  |  |
| **Program Materials (provided)** |  |  |  |  |  |  |  |  |
| **Program Information (Hard copies, or emailed)** |  |  |  |  |  |  |  |  |
| **Event Announcement / Invitations** |  |  |  |  |  |  |  |  |
| **State Conference(s)** |  |  |  |  |  |  |  |  |
| **Information Visits to Districts/ Schools** |  |  |  |  |  |  |  |  |
| **In-person Training (TOT)** |  |  |  |  |  |  |  |  |
| **In-person Training (Direct)** |  |  |  |  |  |  |  |  |
| **On-site TA** |  |  |  |  |  |  |  |  |
| **Remote TA** |  |  |  |  |  |  |  |  |
| **Administrative / monitoring visits to Districts/ Schools** |  |  |  |  |  |  |  |  |
| **Other specify** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

***Member / Partner Contributions***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **# Partner agencies/ Organizations** | **Fiscal Resources (other than grant)** | **Designated employee(s)** | **Employee time as needed** | **Information Materials** | **Participation in committees / work groups** | **Participation in collaborative state projects** | **Participation in providing training / technical assistance** | **Communicating directly with local agencies/organizations in their sector** | **Providing assistance / support to local agencies / orgs** | **Changed policies to support SS/HS framework** | **Other specify** | **Sector Representation** | |
| *Data Type* | *#* | *Yes /No* | *Yes/No* | *Yes /No* | *Yes /No* | *Yes /No* | *Yes /No* | *Yes /No* | *Yes /No* | *Yes /No* | *Yes /No* | *Yes /No* | *√ all that apply* | *Response Options* |
| **Grantee Agency** |  |  |  |  |  |  |  |  |  |  |  |  |  | 1. Education 2. Education: discipline, school safety 3. School climate/ supportive schools 4. Mental health 5. Social / emotional development 6. Child development 7. Families & children 8. Health 9. Behavioral health/ prevention 10. Behavioral health/ treatment 11. Behavioral health/ violence prevention 12. Law enforcement 13. Judicial system 14. Other |
| **Member 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Member 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **….** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Member n** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **State Agency Partners** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **State private partners: public interest organizations** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **State private partners: non-profit providers** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **State private partners: businesses / associations** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Expert partners: Universities / consultants** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other: Specify** |  |  |  |  |  |  |  |  |  |  |  |  |  |