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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		
<i>Data Type</i>	Yes / No	#	#	#	#	#	Check up to 3	Response Options	Check up to 3	Response Codes
SMT Collaboration Meetings								1. Standing membership meeting		1. Information sharing
SMT Meetings: Work Teams, Committees								2. Executive leadership meeting		2. Review / approval
Other Grantee Leadership Meetings								3. Standing committee		3. Decision input
Other SS/HS State Partner Meetings								4. Task work group		4. Policy decision making
								5. Problem solving workgroup		5. Resource decision making
										6. Problem solving / recommendations
										7. Task design and implementation

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

	Activity in your state?	Districts Served	Schools Served Monthly	Community Orgs Served Monthly	# of events / months	# 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		1. Education: School climate
Social media messages (e.g., facebook, twitter)								2. SS/HS requirements		2. Education: Disciplinary policy
Need Identification (input on helpful supports)								3. Other SS/HS materials		3. Education: Safety
Program Materials (provided)								4. Required programs		4. Education: Other
Program Information (Hard copies, or emailed)								5. Optional programs		5. Law enforcement: On-campus practices
Event Announcement / Invitations								6. EBPs		6. Law enforcement: Other
State Conference(s)								7. Collaborative practices		7. Mental Health: Access/ disparity reduction
Information Visits to Districts/ Schools								8. Workforce skills		8. Mental Health: EBPs
In-person Training (TOT)								9. Cultural competence		9. Mental Health: Social / emotional development
In-person Training (Direct)								10. Health disparity		10. Early Childhood Services
On-site TA								11. Evaluation / monitoring		11. Substance use / violence prevention: EBPs
Remote TA								12. Other specify		12. Substance use / violence prevention: other
Administrative / monitoring visits to Districts/ Schools										13. Positive youth development
Other specify										14. Family, student, community, school collaboration
										15. Service integration
										16. Other

Member / Partner Contributions

	# Partner agencies/ Organizations	Fiscal Resources (other than grant)	Designated employee(s)	Employee time as needed	Information Materials	Participation in committees / work	Participation in collaborative state	Participation in providing training /	Communicating directly with local agencies/organizations in their sector	Providing assistance / support to local	Changed policies to support SS/HS	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														<ol style="list-style-type: none"> 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														