Substance Abuse and Mental Health Services Administration
Multi-Site Evaluation of the Safe Schools Healthy Students State Program

District 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 District Core 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

District 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 District Partner Meetings										

Member and Partner Involvement

	# Added this period by sector[a]					# Lost this period by sector[a]					# Contributing[b] resources this period by sector[a]			# Involved[b] in district tasks this period by sector[a]			# Involved[b] in district liaison work this period by sector[a]		
	1	2	3	4	5	1	2	3	4	5									
Data Type	*Number*					*Number*					*Number*			*Number*			*Number*		
SMT Members																			
District 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

District Program / Collaboration Activities

District SS/HS Website

Data Type	Feature on site?	# Hits/ Views/ Questions[c]	# Downoads	# Events/ Added Items	# Participants	# Uploads / Submissions	Priority Target Audience(s)	Response Options	Password Required ?
	Yes/ No	#	#	#	#	#	Check up to 3	*Response Options*	Yes/ No
District SS/HS Site Homepage								1. General public	
Calendar								2. State members/ partners	
Member / Partner List									
Coalition News								3. Sub-grantees (district, school)	
State-wide SSHS News								4. LEA members/ partners	
Features									
Contact Us Online								5. School staff	
Question Submission								6. School partners	
TA/ Training Webinars								7. Sector workforce members	
Materials: EBPs									
Materials: Coalition Documents									
Materials: Practice Information									
Materials: Other								8. Parents & youth	
Resource List								9. Other specify	
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 district?	Schools Served	Community Orgs Served	# of events / contacts	# of participants	Material / Training Content	Response Options	SS/HS Sectors / Topics Addressed in Materials	Response Options
Data Type	*Yes/ No*	*#*	*#*	*#*		*√ all that apply*		*√ all that apply*	
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									
District Conference(s)									
Information Visits to Schools									
In-person Training (TOT)									
In-person Training (Direct)									
On-site TA									
Remote TA									
Administrative / monitoring visits to Schools									
Other specify									

Member / Partner Contributions

Data Type	# 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 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	Response Options
	#	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	
Grantee Agency														1. Education
CMT Member 1														2. Education: discipline, school safety
CMT Member 2														3. School climate/ supportive schools
….														4. Mental health
Member n														5. Social / emotional development
Local Agency Partners														6. Child development
Private partners: public interest organizations														7. Families & children
Private partners: non-profit providers														8. Health 9. Behavioral health/ prevention
Private partners: businesses / associations														10. Behavioral health/ treatment
Expert partners: Universities / consultants														11. Behavioral health/ violence prevention 12. Law enforcement
Other: Specify														13. Judicial system 14. Other