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**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		
<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 District Partner Meetings								4. Task work group		4. Policy decision making
								5. Problem solving workgroup		5. Resource decision making
								6. Other: Specify		6. Problem solving / recommendations
										7. Task design and implementation
										8. Other. Specify

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															
<i>Data Type</i>	<i>Number</i>					<i>Number</i>					<i>Number</i>					<i>Number</i>					<i>Number</i>				
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

	Feature on site?	# Hits/ Views/ Downloads ^c	# Downloads	# Events/ Added Items	# Participants	# Uploads / Submissions	Priority Target Audience(s)	Response Options	Password Required ?
<i>Data Type</i>	Yes/ No	#	#	#	#	#	Check up to 3		Yes/ No
District SS/HS Site Homepage								1. General public	
Calendar								2. State members/ partners	
Member / Partner List								3. Sub-grantees (district, school)	
Coalition News								4. LEA members/ partners	
State-wide SSHS News								5. School staff	
Features								6. School partners	
Contact Us Online								7. Sector workforce members	
Question Submission								8. Parents & youth	
TA/ Training Webinars								9. Other specify	
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 district?	Schools Served	Community Orgs Served	# of events / materials	# of participants	Material / Training Content	SS/HS Sectors / Topics Addressed in Materials
Data Type	Yes/No	#	#	#		√ all that apply	Response Options
Help line (phone/ e-mail)							1. SS/HS Framework
Social media messages (e.g., facebook, twitter)							2. SS/HS requirements
Need Identification (input on helpful supports)							3. Other SS/HS materials
Program Materials (provided)							4. Required programs
Program Information (Hard copies, or emailed)							5. Optional programs
Event Announcement / Invitations							6. EBPs
District Conference(s)							7. Collaborative practices
Information Visits to Schools							8. Workforce skills
In-person Training (TOT)							9. Cultural competence
In-person Training (Direct)							10. Health disparity
On-site TA							11. Evaluation / monitoring
Remote TA							12. Other specify
Administrative / monitoring visits to 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	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 / organizations	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
CMT Member 1														
CMT Member 2														
....														
Member n														
Local Agency Partners														
Private partners: public interest organizations														
Private partners: non-profit providers														
Private partners: businesses / associations														
Expert partners: Universities / consultants														
Other: Specify														