

Project LAUNCH School Survey: Key Information Requested

Multi-site Evaluation of Project LAUNCH

Information Requested in the School Survey

Your school or early childhood education (ECE) program has agreed to participate in the **multi-site evaluation of Project LAUNCH** (Linking Actions for Unmet Needs in Children’s Health). As part of this study, we ask that a school administrator or early childhood education (ECE) program director fill out the **School Survey**, which collects information about **mental health consultations, suspensions, and expulsions**.

The school administrator or ECE program director may need to contact other individuals or review records in order to answer some of the questions in the survey. **Our goal in providing you with this form is to reduce the burden of participation by enabling you to gather requested information prior to logging into the Web-based survey.** Once you’ve gathered the information requested below, it should be easier to complete the survey more efficiently.

Note: These are not the only questions in the survey. Rather, these are the questions that may require respondents to research or contact other individuals to collect the information necessary to answer the questions.

Key Pieces of Information Requested in the School Survey:

1. Is a mental health consultant available to teachers in your school/early childhood education (ECE) program?

If yes:

- o Please list the names and grades of the teachers who have received classroom consultations.**
- o What other services has the mental health consultant provided?**
 - Written resource information to teachers or parents
 - Modeled appropriate behavior with child or group
 - Screened child/children for various mental health conditions
 - Met with parent(s) individually or with parent and teacher to discuss child
 - Referrals to parents for other services
 - Conducted training and/or provided supervision for teachers and/or other staff

- Conducted workshops and/or educational classes for parents
- Led parent support groups
- Attended scheduled meetings (e.g., parent-teacher conferences, IEP meetings, staff meetings)
- Conducted play therapy and/or parent-child interaction therapy
- Other. Please describe: _____

2. How many children were enrolled in each age or grade level of your school/ECE?

- Early childhood education (skip unless the school includes early care services)
 - o Infant _____
 - o Age 1 _____
 - o Age 2 _____
 - o Age 3 _____
 - o Age 4 _____
 - o Age 5 preschool _____

- Elementary School (skip if location is an early childcare center outside of an elementary school)
 - o Kindergarten _____
 - o First Grade _____
 - o Second Grade _____
 - o Third Grade _____

Information about Suspensions and Expulsions:

3. During the last full school year, how many children were suspended for behavioral reasons in each age group or grade level?

- Early childhood education (skip unless the school includes early care services)
 - o Infant _____
 - o Age 1 _____
 - o Age 2 _____
 - o Age 3 _____
 - o Age 4 _____
 - o Age 5 preschool _____

- Elementary School (skip if location is an early childcare center outside of an elementary)
 - o Kindergarten _____
 - o First Grade _____
 - o Second Grade _____
 - o Third Grade _____

4. Please rank the following reasons for suspension from the most common reason for suspension to the least common reason.

- Violence toward others
- Disruptive behaviors
- Inappropriate behavior/play
- Inability to function independently
- Other. Please explain: _____

5. During the last full school year, how many children were expelled (or involuntarily unenrolled) for behavioral reasons in each age group or grade level? (This does not include students removed for financial reasons, or those who had registered out of school zone)

- Early childhood education (skip unless the school includes early care services)
 - Infant _____
 - Age 1 _____
 - Age 2 _____
 - Age 3 _____
 - Age 4 _____
 - Age 5 preschool ___
- Elementary School (skip if location is an early childcare center outside of an elementary)
 - Kindergarten _____
 - First Grade _____
 - Second Grade _____
 - Third Grade _____

6. Please rank the following reasons for expulsion from the most common reason for expulsion to the least common reason.

- Violence toward others
- Disruptive behaviors
- Inappropriate behavior/play
- Inability to function independently
- Other. Please explain: _____

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. OMB number: 0970-0373; Expiration date: XX/XX/XXXX.

Project LAUNCH School Survey Initial Email

Dear {School administrator/ECE director},

Thank you for agreeing to participate in the **multi-site evaluation of Project LAUNCH (Linking Actions for Unmet Needs in Children's Health)**. Below you will find information describing the study and a link to the survey.

As part of this evaluation of Project LAUNCH, we are asking you to complete a **web-based survey** that asks questions related to child suspension and expulsion from preschool and elementary school. We estimate that it will take 20 minutes to complete the survey and up to 40 minutes to collect information to inform your responses.

Project LAUNCH is a federally-sponsored program that **promotes the wellness of young children from birth to 8 years** by addressing the physical, social, emotional, cognitive and behavioral aspects of their development. Project LAUNCH is designed to have a community-wide impact by enhancing the way early childhood systems work together, integrating child behavioral health services with other health services, and implementing evidence-based interventions geared toward the social and emotional well-being of children and families. For the evaluation, we are studying communities across the country to help us learn more about services for children and families as well as child and family outcomes. This study is being conducted by a non-profit research organization, **NORC at the University of Chicago**, under contract with the **Substance Abuse and Mental Health Services Administration (SAMHSA)** and the **Administration for Children and Families (ACF)** at the U.S. Department of Health and Human Services (HHS).

To access your survey, please go to the following web address:

[SURVEY LINK]

Because this format is secure and private, you'll need to use a unique *Personal Identification Number (PIN)* and *Password* to access the survey after you have gone to the URL address.

Your unique PIN and Password are:

PIN: {PIN}

Password: {PWD}

Thank you in advance for your participation, which will contribute to the success of this study. If you have any questions or concerns, you may contact the research team at TenBroeck-Shannon@norc.org or by calling **1-415-315-2006**.

Sincerely,

Kristina Hanson Lowell, PhD
Project LAUNCH Multi-Site Evaluation Team
Vice President, Health Care Research
NORC at the University of Chicago

David Rein, PhD
Project LAUNCH Multi-Site Evaluation Team
Program Area Director, Public Health Research
NORC at the University of Chicago

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Project LAUNCH School Survey Nonresponse Prompt

Dear {School administrator/ECE director},

We are writing to follow up on your participation in the **multi-site evaluation of Project LAUNCH**. Recently, we sent you an email describing the study providing a link to the online survey.

As part of this evaluation of Project LAUNCH, we are asking you to complete a **web-based survey** that asks questions related to child suspension and expulsion from preschool and elementary school. We estimate that it will take 20 minutes to complete the survey and up to 40 minutes to collect information to inform your responses.

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Password: {PWD}

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