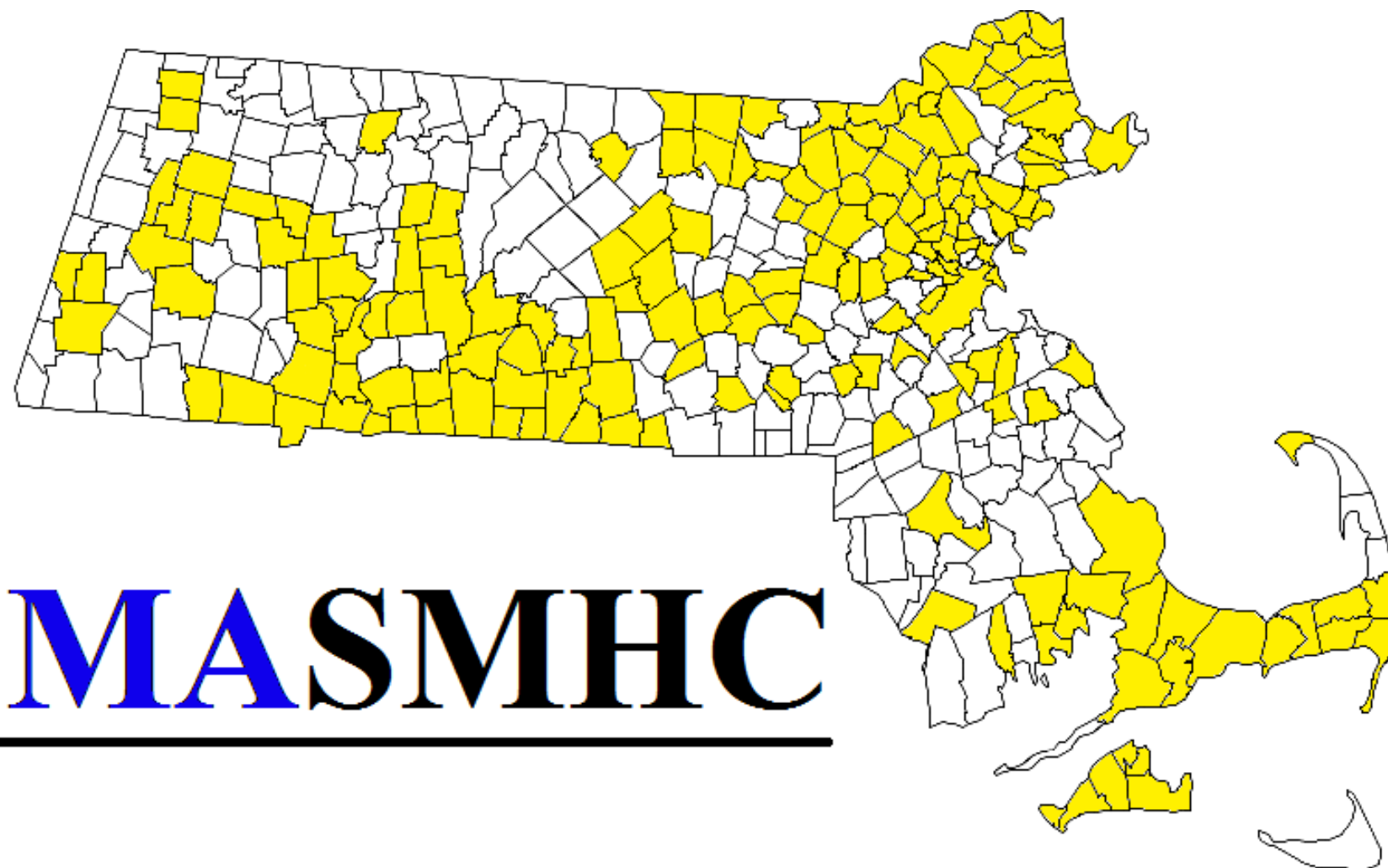


**MAssachusetts School Mental Health Consortium:
Universal Mental Health Screening Implementation Guide**



MASMHC Universal Mental Health Screening Implementation Guide

Selecting a Screening Tool			
Guiding Questions	Team's Preliminary Answer	What questions does the team still have that need to be answered before a decision can be made?	Who will follow up to get the info needed to answer any lingering questions? Due date?
Is there a specific problem area that is driving the team's desire to implement this practice? Is the team hoping to measure prosocial factors as well?			
What is the age / grade of the population the team wants to screen?			
What financial resources are available to support screening? Should the team consider using a free screening measure to foster sustainability?			
How will you train your team to administer this measure and interpret the results? Are there resources available for scoring and data analysis?			
How can teams review screening tools? What resources or databases exist to support this review process?			

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Does the team want to select a screening tool that can additionally be used as a progress monitoring tool for students who receive direct services?			
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Based on the above information, what is your target population? Which screening tools will meet your needs?

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Determining Procedures for Securing Consent			
Guiding Questions	Team's Preliminary Answer	What questions does the team still have that need to be answered before a decision can be made?	Who will follow up to get the info needed to answer any lingering questions? Due date?
Is there an existing district policy regarding consent for screening that should be reviewed?			
Is passive consent a procedure that can be piloted in your district? Why?			
How will parents / guardians / staff / students be notified that screening will be conducted? (Consider all available formats for communication)			

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What are the opt out procedures parents will need to know? How will students know how to opt-out?			
How will the opt out list be maintained and regularly updated? Who will manage this task?			

Based on the above information, will you use active consent procedures or passive consent and opt out procedures? Draft your screening notification message (including consent procedures) below. This will serve as a consistent message to all parents / guardians / staff / students regarding the purpose and intent of screening.

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Screening Administration			
Guiding Questions	Team's Preliminary Answer	What questions does the team still have that need to be answered before a decision can be made?	Who will follow up to get the info needed to answer any lingering questions? Due date?
What opportunities exist to support the administration of screening? Advisory? Home room? Health class?			
When will the screening take place during the school day?			

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How will students complete the screener? Web-based? Paper and pencil?			
How will scoring be completed? Can the team use a web-based screening tool?			
What information needs to be disseminated to staff to support the facilitation of screening? Have you developed a script to be read by staff and information on procedures for responding to students who need additional support during screening? Will SMH staff be on call for assistance?			
Where will screening data be housed? How will this data be used to assess the aggregate needs of students in your school? How can this data support your team's justification for more resources?			

Based on the above information, what is the identified time and place to administer screening? Draft your screening script to be read prior to the administration of screening below.

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Coordinated Follow-up			
Guiding Questions	Team's Preliminary Answer	What questions does the team still have that need to be answered before a decision can be made?	Who will follow up to get the info needed to answer any lingering questions? Due date?
Who is available to respond to students who have elevated scores on the screening measure?			
What community supports exist to augment the response from your SMH staff?			
What training / resources do staff require in order to effectively follow up with students? Conduct a clinical interview? Conduct a suicide risk assessment? Determine appropriate services to address students' presenting needs?			

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What in-house services can be offered to students following the screening? Group and individual therapeutic services? Referrals to community-based services?			
Post-screening, how will data gathered on the response to student concerns be used to inform your CSMHS? To identify service gaps? To support your team's justification for more PD and resources?			

Based on the above information, who is on your universal mental health screening and follow-up team (please include community-based supports that will be used)? List out the resources and PD that this team will need to effectively conduct a coordinated follow-up.

Timeline for Implementation							
Setting the Stage for Screening (Indicate a specific date)	Lingering questions answered _____	Target population identified _____	Screening tool identified _____	Consent procedures designed and implemented _____	Day-of Screening and coordinated follow-up dates established _____	Crisis teams notified _____	Comms. drafted to notify / remind staff _____

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Professional Development Plan and Teaming (Create a timeline for planning meetings and PD)	PD or Planning Meeting Topic PD or Planning Meeting Date	PD or Planning Meeting Topic PD or Planning Meeting Date	PD or Planning Meeting Topic PD or Planning Meeting Date	PD or Planning Meeting Topic PD or Planning Meeting Date	PD or Planning Meeting Topic PD or Planning Meeting Date	PD or Planning Meeting Topic PD or Planning Meeting Date	PD or Planning Meeting Topic PD or Planning Meeting Date
Screening Day (Day-of logistics; indicate specific time)	Notice to staff 	Reminder to screening facilitators 	Opt-out students reminded 	Script read to students 	Monitoring of screening admin. 	Data review meeting 	Referral follow-up
Coordinated Follow-up (Follow-up timeline and due dates)	Data review meeting 	Day-of coordinated follow-up for students who present with suicidal ideation or indicate self-harm 	7-day window for students with elevated scores on screening tool 	Screening debrief meeting 	Data analysis meeting 		