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Mental Health and Social Services District Questionnaire

**School Health Policies and Practices Study 2012
Attn: Tonja Kyle/Alice Roberts, Project Directors
11785 Beltsville Drive, Suite 300
Calverton, MD 20705**

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Mental Health and Social Services District Questionnaire

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Special Instructions

THIS QUESTIONNAIRE WILL BE ADMINISTERED USING WEB-BASED INTERVIEW TECHNOLOGY. AS THE RESPONDENT TYPES RESPONSES TO THE QUESTIONS INTO THE COMPUTER, THE INTERVIEW PROGRAM WILL 1) DISPLAY THE CORRECT TENSE OF VERBS, 2) PROVIDE ALTERNATE ANSWERS TO QUESTIONS (E.G., NOT APPLICABLE, "I DON'T KNOW"), 3) NAVIGATE COMPLEX SKIP PATTERNS, AND 4) PERFORM OTHER USEFUL FUNCTIONS. COMMENTS APPEARING IN THE MARGIN REPRESENT ADDITIONAL CLARIFICATION ON THE QUESTION OR THE SPECIFIC TERMINOLOGY USED. THIS TEXT WILL APPEAR ON-SCREEN UNDER THE MAIN QUESTION TEXT. THE PROGRAMMING SPECIFICATIONS FOR THE INTERVIEW ARE NOT INCLUDED IN THIS PRINTED VERSION OF THE QUESTIONNAIRE.

1. This questionnaire focuses on your district's policies and practices regarding mental health and social services.
2. For the purposes of this questionnaire, "policy" means any law, rule, regulation, administrative order, or similar kind of mandate issued by the local school board or other local agency with authority over schools in your district. SHPPS is most interested in what is **required** by the district, not what is recommended or contained in non-binding guidance documents, unless the question specifically asks about recommendations.
3. For the purposes of this questionnaire, "adopted a policy" means either that the district has its own policy or that the district follows a policy established at the state level, including any law, rule, regulation, administrative order, or similar kind of mandate.
4. If a district policy is worded in such a way that it requires schools to develop and adopt their own policies on a given topic, for the purposes of this questionnaire please consider it the same as a district-wide requirement.
5. District may sometimes grant policy exceptions or waivers, but please answer each question based on what is considered the general policy and standard practice in your district.
6. Please do not consider school practices or policies when answering the questions. This information is gathered during data collection from schools across the country.
7. For the purposes of this questionnaire, "elementary school" refers to a school that contains any of grades K–5. "Middle school" refers to a school that contains any of grades 6–8. Some jurisdictions may refer to these schools as "junior high schools." "High school" refers to a school that contains any of grades 10–12. Some jurisdictions may refer to these schools as "senior high schools."

Provision of Services

The following questions ask about standard mental health and social services, such as crisis intervention, identification of emotional disorders, or assistance with enrolling in Medicaid, offered to all students at a school. These services usually are provided by a school counselor, psychologist, or social worker but also could be provided at the school by staff from collaborating community agencies.

Student assistance programs provide services designed to assist students experiencing personal or social problems that can impact school performance, physical health, mental health, or overall well-being.

1. Has your district adopted a policy stating that student assistance programs will be offered to all students?
- Yes 1
- No.....2

Some schools have a team of school staff who collaborate to provide assistance to students with disabilities or those who are experiencing academic difficulties or behavioral problems. These sometimes are called student support teams, student assistance teams, or student guidance teams.

2. Has your district adopted a policy stating that schools will create and maintain such teams?
- Yes 1
- No.....2

3. Has your district adopted a policy stating that school mental health or social services staff, for example school counselors, psychologists, or social workers will participate in the development of Individualized Education Programs (IEPs), when indicated?
- Yes 1
- No.....2

4. Has your district adopted a policy stating that school mental health or social services staff will participate in the development of Individualized Health Plans (IHPs), when indicated?
- Yes 1
- No.....2

Comment [Help1]: An IHP is a document identifying a student's health problems, diagnoses, goals, the interventions provided, and evaluation criteria.

5. Has your district adopted a policy stating that mental health or social services staff will participate in the development of 504 plans, when indicated?
- Yes 1
- No.....2

Comment [Help2]: A 504 plan is a document that describes a program of instructional services to assist students with special needs who are in a regular education setting.

Provision of Services

6. In your district, how are **standard** mental health and social services funded?
MARK ALL THAT APPLY

Comment [Help3]: For the purposes of this question, "standard" means services offered to all students.

- School district budget1
- Medicaid2
- State Children’s Health Insurance Program (SCHIP)3
- Private insurance.....4
- Public grants5
- Private grants6
- Other7

Collaboration and Promotion

The next questions ask about collaboration and promotion on mental health and social services activities with other district-level staff and outside organizations.

7. During the past 12 months, have district-level mental health or social services staff worked on school mental health or social services activities with district-level...

	Yes	No	No district-level staff in this area
a. Health education staff?	1	2	3
b. Physical education staff?.....	1	2	3
c. Nutrition or food service staff?	1	2	3
d. Health services staff?	1	2	3
e. School-based health center staff?.....	1	2	3

Comment [Help4]: “Worked on school mental health or social services activities with” means collaborated with on mental health or social services activities or worked with to coordinate mental health or social services activities.

8. During the past 12 months, have district mental health or social services staff worked on school mental health or social services activities with staff or members from...

	Yes	No
a. A health organization, such as the American Heart Association or the American Red Cross?	1	2
b. A local health department?	1	2
c. A local mental health or social services agency?.....	1	2
d. A local juvenile justice department?.....	1	2
e. A local college or university?	1	2
f. A local business?.....	1	2
g. A local child welfare agency?.....	1	2
h. A local hospital?	1	2
i. A local law enforcement agency?	1	2
j. A local service club, such as the Rotary Club?.....	1	2
k. Communities in Schools?	1	2

Comment [Help5]: “Worked on school mental health or social services activities with” means collaborated with on mental health or social services activities or worked with to coordinate mental health or social services activities.

9. During the past 12 months, has anyone from your district provided families of all students with information on school mental health or social services?

Yes	1
No.....	2

Comment [Help6]: Communities in Schools is a dropout prevention organization that links community resources with schools.

Evaluation

The next questions ask about different aspects of your district’s mental health or social services program that might have been evaluated during the past two years.

10. During the past two years, has your district **evaluated**...
- | | Yes | No |
|--|------------|-----------|
| a. School mental health or social services programs? | 1 | 2 |
| b. School mental health or social services policies? | 1 | 2 |
| c. Mental health or social services professional development
or in-service programs?..... | 1 | 2 |
| d. Student use of school mental health or social services? | 1 | 2 |
| e. Student or family satisfaction with school mental health
or social services? | 1 | 2 |

Comment [Help7]: Such an evaluation might include the extent to which these services meet the needs of students and their families.

Staffing Characteristics

The next questions ask about the minimum level of education required for mental health and social services staff in your district.

11. Based on policies adopted by your district, what is the minimum level of education required for a **newly hired** school counselor?
- Undergraduate degree in counseling.....1
 - Master’s degree in counseling2
 - Other degree (Specify).....3
 - Specific education requirements are not described4
12. Has your district adopted a policy stating that a **newly hired** school counselor will be licensed, certified, or credentialed by a state agency or board?
- Yes1
 - No.....2
 - State does not license, certify, or credential school counselors3
13. Based on policies adopted by your district, what is the minimum level of education required for a **newly hired** school psychologist?
- Undergraduate degree in psychology1
 - Master’s degree in psychology2
 - Doctoral degree in psychology3
 - Other degree (Specify).....4
 - Specific education requirements are not described5
14. Has your district adopted a policy stating that a **newly hired** school psychologist will be licensed, certified, or credentialed by a state agency or board?
- Yes1
 - No.....2
 - State does not license, certify, or credential school psychologists3

Staffing Characteristics

15. Based on policies adopted by your district, what is the minimum level of education required for a **newly hired** school social worker?

- Undergraduate degree in social work1
- Master’s degree in social work2
- Other degree (Specify).....3
- Specific education requirements are not described4

16. Has your district adopted a policy stating that a **newly hired** school social worker will be licensed, certified, or credentialed by a state agency or board?

- Yes1
- No.....2
- State does not license, certify, or credential school social workers3

17. Has your district adopted a policy stating that school mental health or social services staff are required to earn continuing education credits on **mental health or social services topics**?

- Yes1
- No.....2

The next questions ask about your district’s policies regarding mental health and social services staffing at schools in your district.

ANSWER Q18 IF DISTRICT CONTAINS ELEMENTARY SCHOOLS. OTHERWISE, SKIP TO THE INSTRUCTIONS BEFORE Q19.

18. Has your district adopted a policy stating that each **elementary school** will have a specified ratio of counselors to students?

- Yes1
- No.....2

Staffing Characteristics

ANSWER Q19 IF DISTRICT CONTAINS MIDDLE SCHOOLS. OTHERWISE, SKIP TO THE INSTRUCTIONS BEFORE Q20.

19. Has your district adopted a policy stating that each **middle school** will have a specified ratio of counselors to students?

Yes1

No.....2

ANSWER Q20 IF DISTRICT CONTAINS HIGH SCHOOLS. OTHERWISE, SKIP TO THE INSTRUCTIONS BEFORE Q21.

20. Has your district adopted a policy stating that each **high school** will have a specified ratio of counselors to students?

Yes1

No.....2

21. Has your district adopted a policy stating that **each school** will have someone to oversee or coordinate mental health or social services at the school?

Yes1

No.....2

Professional Development

The next questions ask about professional development that might have been offered to mental health or social services staff during the past two years. This might include workshops, conferences, continuing education, graduate courses, or any other kind of in-service.

22. During the past two years, has your district provided funding for or offered professional development to mental health or social services staff on...

	Yes	No
a. Nutrition and dietary behavior counseling?.....	1	2
b. Physical activity and fitness counseling?.....	1	2
c. Pregnancy prevention?.....	1	2
d. HIV prevention?.....	1	2
e. STD prevention?.....	1	2
f. Suicide prevention?.....	1	2
g. Tobacco use prevention?.....	1	2
h. Alcohol or other drug use prevention?.....	1	2
i. Violence prevention, for example bullying, fighting, or dating violence prevention?.....	1	2
j. Injury prevention and safety counseling?.....	1	2

Comment [Help8]: HIV is human immunodeficiency virus.

Comment [Help9]: STD is sexually transmitted disease.

Professional Development

23. During the past two years, has your district provided funding for or offered professional development to mental health or social services staff on...

	Yes	No
a. Tobacco use cessation?.....	1	2
b. Alcohol or other drug use treatment?.....	1	2
c. Counseling after a natural disaster or other emergency or crisis situation?.....	1	2
d. Crisis intervention for personal problems?.....	1	2
e. Emergency preparedness?.....	1	2
f. Identification of emotional or behavioral disorders, such as anxiety, depression, or ADHD?.....	1	2
g. Counseling for emotional or behavioral disorders, such as anxiety, depression, or ADHD?.....	1	2
h. Stress management?.....	1	2
i. Weight management?.....	1	2
j. Identification of or referral for eating disorders?.....	1	2
k. HIV counseling, testing, and referral?.....	1	2
l. Identification of or referral for physical, sexual, or emotional abuse?.....	1	2
m. Identification of or referral for students with family problems, such as parental divorce, substance abuse, or violence?.....	1	2
n. After-school programs for students, such as supervised recreation?.....	1	2
o. Child care options for teen mothers?.....	1	2
p. Services specifically for gay, lesbian, or bisexual students?.....	1	2
q. Enrolling in WIC or accessing food stamps or food banks?.....	1	2
r. Securing temporary or permanent housing?.....	1	2
s. Enrolling in Medicaid or SCHIP?.....	1	2
t. Accessing benefits for students with disabilities?.....	1	2
u. Job readiness skills programs?.....	1	2

Comment [Help10]: For the purposes of this question, "crisis intervention for personal problems" means situations such as the death of a loved one or the loss of a home due to fire.

Comment [Help11]: For the purposes of this question, "emergency preparedness" means how to be ready for a natural disaster or other crisis situation.

Comment [Help12]: ADHD is attention-deficit/hyperactivity disorder.

Comment [Help13]: ADHD is attention-deficit/hyperactivity disorder.

Comment [Help14]: HIV is human immunodeficiency virus.

Comment [Help15]: WIC is the Women, Infants, and Children's Supplemental Nutrition Program.

Comment [Help16]: SCHIP is the State Children's Health Insurance Program.

Comment [Help17]: Job readiness skills programs are programs that teach work-place behavior, writing a resume, interviewing skills, or other job-related skills.

Professional Development

24. During the past two years, has your district provided funding for or offered professional development to mental health or social services staff on...

	Yes	No
a. Case management for students with emotional or behavioral problems?	1	2
b. Family counseling?	1	2
c. Group counseling?	1	2
d. Individual counseling?	1	2
e. Comprehensive assessment or intake evaluation?	1	2
f. Peer counseling or mediation?	1	2
g. Self-help or support groups?	1	2
h. Student assistance programs?	1	2
i. Student support teams?	1	2

Comment [Help18]: For the purposes of this question, “case management” means wide-ranging assistance such as helping the student access needed services, providing counseling and anticipatory guidance, briefing the student’s family members about necessary care, and helping the student learn and implement self-management of his or her condition or disability.

The next question asks about training for teachers, administrators, and school staff other than mental health and social services staff.

25. During the past two years, has your district provided funding for or offered training to any teachers, administrators, or other school staff on...

	Yes	No
a. Recognizing signs and symptoms of physical, sexual, or emotional abuse?	1	2
b. Recognizing signs and symptoms of substance abuse?	1	2
c. Recognizing signs and symptoms of depression and suicidality?	1	2

ASK Q25D IF DISTRICT CONTAINS MIDDLE SCHOOLS OR HIGH SCHOOLS. OTHERWISE, SKIP TO Q25E.

d. Recognizing signs and symptoms of dating violence?	1	2
e. Recognizing signs and symptoms of bullying victimization?	1	2
f. Making appropriate referrals to a school counselor, psychologist, or social worker?	1	2
g. Managing students with emotional or behavioral problems?	1	2

Services Provided at Other Sites

This next set of questions asks about mental health and social services delivered to students or families at **other sites** not on school property regardless of whether the services are paid for by the school system. These services might be provided by mental health and social services professionals who work at school-linked health centers or who have a contract, memorandum of agreement, or other similar arrangement with the district or school to provide mental health or social services to students or families.

Comment [Help19]: A school-linked health center is a school health center not located on school property where students from your district can enroll for health services.

26. Currently, does your district have such arrangements to provide mental health or social services to students or families in your district?

Yes1
 No.....2 →SKIP TO Q30

The next question asks which mental health or social services organizations or professionals have arrangements with your district to provide mental health or social services to students or families.

27. Does your district have arrangements with...

	Yes	No
a. A school-linked health center?.....	1	2
b. A community health clinic or health center?	1	2
c. A local health department?	1	2
d. A local hospital?	1	2
e. A local mental health or social services agency?.....	1	2
f. A university, medical school, or nursing school?.....	1	2
g. A managed care organization?.....	1	2
h. A private psychologist?.....	1	2
i. A private psychiatrist?	1	2
j. A private social worker?	1	2
k. A private counselor?	1	2

Comment [Help20]: A school-linked health center is a school health center not located on school property where students from your district can enroll for health services.

Services Provided at Other Sites

28. Does your district have arrangements with any organizations or mental health or social services professionals to provide...

	Yes	No
a. Tobacco use cessation?.....	1	2
b. Alcohol or other drug use treatment?.....	1	2
c. Counseling after a natural disaster or other emergency or crisis situation?.....	1	2
d. Crisis intervention for personal problems?.....	1	2
e. Identification of emotional or behavioral disorders, such as anxiety, depression, or ADHD?.....	1	2
f. Counseling for emotional or behavioral disorders, such as anxiety, depression, or ADHD?.....	1	2
g. Stress management?.....	1	2
h. Weight management?.....	1	2
i. Identification of or referral for eating disorders?.....	1	2
j. HIV counseling, testing, and referral?.....	1	2
k. Identification of or referral for physical, sexual, or emotional abuse?.....	1	2
l. Identification of or referral for students with family problems, such as parental divorce, substance abuse, or violence?.....	1	2
m. Referrals for after-school programs for students, such as supervised recreation?.....	1	2
n. Referrals for child care for teen mothers?.....	1	2
o. Services specifically for gay, lesbian, or bisexual students?.....	1	2
p. Job readiness skills programs?.....	1	2
q. Assistance with enrolling in WIC or accessing food stamps or food banks?.....	1	2
r. Assistance with securing temporary or permanent housing?.....	1	2
s. Assistance with enrolling in Medicaid or SCHIP?.....	1	2
t. Assistance with accessing benefits for students with disabilities?.....	1	2

Comment [Help21]: For the purposes of this question, "crisis intervention for personal problems" means situations such as the death of a loved one or the loss of a home due to fire.

Comment [Help22]: ADHD is attention deficit/hyperactivity disorder.

Comment [Help23]: ADHD is attention deficit/hyperactivity disorder.

Comment [Help24]: HIV is human immunodeficiency virus.

Comment [Help25]: Job readiness skills programs are programs that teach work-place behavior, writing a resume, interviewing skills, or other job-related skills.

Comment [Help26]: WIC is the Women, Infants, and Children's Supplemental Nutrition Program.

Comment [Help27]: SCHIP is the State Children's Health Insurance Program.

Services Provided at Other Sites

29. Does your district have arrangements with mental health or social services organizations or professionals to provide...

	Yes	No
a. Case management for students with emotional or behavioral problems?	1	2
b. Family counseling?	1	2
c. Group counseling?	1	2
d. Individual counseling?	1	2
e. Comprehensive assessment or intake evaluation?	1	2
f. Peer counseling or mediation?	1	2
g. Self-help or support groups?	1	2

Comment [Help28]: For the purposes of this question, “case management” means wide-ranging assistance such as helping the student access needed services, providing counseling and anticipatory guidance, briefing the student’s family members about necessary care, and helping the student learn and implement self-management of his or her condition or disability.

Mental Health and Social Services Coordinator

30. Currently, does someone in your district oversee or coordinate school mental health and social services?

- Yes 1
- No 2

→That is the last question.
Thank you very much for taking the time to complete this questionnaire.

31. Are you this person?

- Yes 1
- No 2

→That is the last question.
Thank you very much for taking the time to complete this questionnaire.

32. Do you work for the school district?

- Yes 1
- No 2

The last questions ask about your educational background.

33. Do you have an undergraduate degree?

- Yes 1
- No 2

→That is the last question.
Thank you very much for taking the time to complete this questionnaire.

34. What did you major in?

MARK ALL THAT APPLY

- Counseling 1
- Psychology 2
- Social work 3
- Education 4
- Other (Specify) 5

Mental Health and Social Services Coordinator

35. Did you have an undergraduate minor?
Yes 1
No..... 2 →SKIP TO Q37
36. What did you minor in?
MARK ALL THAT APPLY
Counseling 1
Psychology 2
Social work 3
Education 4
Other (Specify) 5
37. Do you have a graduate degree?
Yes 1
No..... 2 →SKIP TO Q39
38. In what area or areas was your graduate work?
MARK ALL THAT APPLY
Counseling 1
Psychology 2
Social work 3
Education 4
Other (Specify) 5
39. Are you licensed, certified, or credentialed by a state agency or board to provide school mental health or social services?
Yes 1
No..... 2
State does not license, certify,
or credential school mental health
or social services professionals..... 3

Thank you very much for taking the time to participate in this study.

If you would like more information about this study or would like clarification of any questions in this questionnaire, please call 800-287-1815.