



## *Organizing, Mapping & Analyzing the Work\**

**T**he matrix on the following page provides a graphic organizer for reviewing schoolwide and classroom activities and resource use (e.g., involving school, community, district) as a basis for making status reports, doing a gap analysis, and setting priorities for moving forward.

The matrix is used as follows for initial mapping and priority setting:

- Step 1. Reproduce an enlarged version of the attached matrix so there is room to enter all activity
- Step 2. Enter all activity and resources (Note: some will go in more than one cell)
- Step 3. Review the examples provided in the attached Exhibit and add anything that was forgotten.
- Step 4. Assign 3 astericks (\*\*\*) to identify those that have a strong evidence-based, 2 astericks (\*\*) to those that have some basis in research, and 1 asterick (\*) to those that are not research-based but nevertheless are valued by the schools.
- Step 5. Identify which cells are well covered with *effective* interventions and which have only weak interventions or none at all
- Step 6. Identify what needs to be done as the highest priorities to strengthen efforts to develop a comprehensive system of learning supports to address barriers to learning and teaching – schoolwide and in the classroom
- Step 7. Revise school improvement plans in keeping with the mapping and analysis

**From: THE CENTER FOR MENTAL HEALTH IN SCHOOLS at UCLA**

The center at UCLA is co-directed by Howard Adelman and Linda Taylor and operates under the auspices of the School Mental Health Project, Dept. of Psychology, UCLA.

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## Matrix for Reviewing the Work

### Scope of Intervention

Systems for Promoting  
Healthy Development &  
Preventing Problems

Systems for  
Early Intervention  
(Early after problem onset)

Systems of Care

		Scope of Intervention		
		Systems for Promoting Healthy Development & Preventing Problems	Systems for Early Intervention (Early after problem onset)	Systems of Care
<b>Content Arenas</b>  (Mental health & psychosocial concerns are embedded in each arena)	Classroom- Focused Enabling			
	Crisis/ Emergency Assistance & Prevention			
	Support for transitions			
	Home Involvement in Schooling			
	Community Outreach/ Volunteers			
	Student and Family Assistance			
		Accommodations for differences & disabilities	Specialized assistance & other intensified interventions (e.g., Special Education & School-Based Behavioral Health)	

\*Embedded into the above content arenas are specific school-wide and classroom-based activities related to such concepts as social-emotional learning and initiatives such as positive behavior support, response to intervention, and CDC's Coordinated School Health Program.

## **Exhibit**

### **Examples of Work Related to Content Arenas\***

#### **(1) Classroom-Based Approaches**

- Opening the classroom door to bring available supports in (e.g., peer tutors, volunteers, aids trained to work with students-in-need; resource teachers and student support staff work in the classroom as part of the teaching team)
- Redesigning classroom approaches to enhance teacher capability to prevent and handle problems and reduce need for out of class referrals (e.g. personalized instruction; special assistance as necessary; developing small group and independent learning options; reducing negative interactions and over-reliance on social control; expanding the range of curricular and instructional options and choices; systematic use of prereferral interventions)
- Enhancing and personalizing professional development (e.g., creating a Learning Community for teachers; ensuring opportunities to learn through co-teaching, team teaching, and mentoring; teaching intrinsic motivation concepts and their application to schooling)
- Curricular enrichment and adjunct programs (e.g., varied enrichment activities that are not tied to reinforcement schedules; visiting scholars from the community)
- Classroom and school-wide approaches used to create and maintain a caring and supportive climate

#### **(2) Support for Transitions**

- Welcoming & social support programs for newcomers (e.g., welcoming signs, materials, and initial receptions; peer buddy programs for students, families, staff, volunteers)
- Daily transition programs for (e.g., before school, breaks, lunch, afterschool)
- Articulation programs (e.g., grade to grade – new classrooms, new teachers; elementary to middle school; middle to high school; in and out of special education programs)
- Summer or intersession programs (e.g., catch-up, recreation, and enrichment programs)
- School-to-career/higher education (e.g., counseling, pathway, and mentor programs; Broad involvement of stakeholders in planning for transitions; students, staff, home, police, faith groups, recreation, business, higher education)
- Broad involvement of stakeholders in planning for transitions (e.g., students, staff, home, police, faith groups, recreation, business, higher education)
- Capacity building to enhance transition programs and activities

#### **(3) Home Involvement and Engagement in Schooling**

- Addressing specific support and learning needs of family (e.g., support services for those in the home to assist in addressing basic survival needs and obligations to the children; adult education classes to enhance literacy, job skills, English-as-a-second language, citizenship preparation)
- Improving mechanisms for communication and connecting school and home (e.g., opportunities at school for family networking and mutual support, learning, recreation, enrichment, and for family members to receive special assistance and to volunteer to help; phone calls and/or e-mail from teacher and other staff with good news; frequent and balanced conferences – student-led when feasible; outreach to attract hard-to-reach families – including student dropouts)
- Involving homes in student decision making (e.g., families prepared for involvement in program planning and problem-solving)
- Enhancing home support for learning and development (e.g., family literacy; family homework projects; family field trips)
- Recruiting families to strengthen school and community (e.g., volunteers to welcome and support new families and help in various capacities; families prepared for involvement in school governance)
- Capacity building to enhance home involvement

(cont.)

Exhibit (cont.)

#### **(4) Community Outreach for Involvement and Collaborative Support**

- Planning and Implementing Outreach to Recruit a Wide Range of Community Resources (e.g., public and private agencies; colleges and universities; local residents; artists and cultural institutions, businesses and professional organizations; service, volunteer, and faith-based organizations; community policy and decision makers)
- Systems to Recruit, Screen, Prepare, and Maintain Community Resource Involvement (e.g., mechanisms to orient and welcome, enhance the volunteer pool, maintain current involvements, enhance a sense of community)
- Reaching out to Students and Families Who Don't Come to School Regularly – Including Truants and Dropouts
- Connecting School and Community Efforts to Promote Child and Youth Development and a Sense of Community
- Capacity Building to Enhance Community Involvement and Support (e.g., policies and mechanisms to enhance and sustain school-community involvement, staff/stakeholder development on the value of community involvement, “social marketing”)

#### **(5) Crisis Assistance and Prevention**

- Ensuring immediate assistance in emergencies so students can resume learning
- Providing Follow up care as necessary (e.g., brief and longer-term monitoring)
- Forming a school-focused Crisis Team to formulate a response plan and take leadership for developing prevention programs
- Mobilizing staff, students, and families to anticipate response plans and recovery efforts
- Creating a caring and safe learning environment (e.g., developing systems to promote healthy development and prevent problems; bullying and harassment abatement programs)
- Working with neighborhood schools and community to integrate planning for response and prevention
- Capacity building to enhance crisis response and prevention (e.g., staff and stakeholder development, enhancing a caring and safe learning environment)

#### **(6) Student and Family Assistance**

- Providing extra support as soon as a need is recognized and doing so in the least disruptive ways (e.g., prereferral interventions in classrooms; problem solving conferences with parents; open access to school, district, and community support programs)
- Timely referral interventions for students & families with problems based on response to extra support (e.g., identification/screening processes, assessment, referrals, and follow-up – school-based, school-linked)
- Enhancing access to direct interventions for health, mental health, and economic assistance (e.g., school-based, school-linked, and community-based programs and services)
- Care monitoring, management, information sharing, and follow-up assessment to coordinate individual interventions and check whether referrals and services are adequate and effective
- Mechanisms for *resource* coordination and integration to avoid duplication, fill gaps, garner economies of scale, and enhance effectiveness (e.g., braiding resources from school-based and linked interveners, feeder pattern/family of schools, community-based programs; linking with community providers to fill gaps)
- Enhancing stakeholder awareness of programs and services
- Capacity building to enhance student and family assistance systems, programs, and services

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\*In each arena, there is broad involvement of stakeholders in planning the system and building capacity. Emphasis at all times in the classroom and schoolwide is on enhancing feelings of competence, self-determination, and relatedness to others at school and reducing threats to such feelings because this is essential to engagement and reengagement and creating and maintaining a caring supportive climate.