

Appendix

Assessment Tools

The surveys on Appendix pages A2-A14 were adapted from the Adelman and Taylor, *Guidebook: Mental Health and School-Based Health Centers*, UCLA Center for Mental Health in Schools, Department of Psychology, P.O. Box. 951563, Los Angeles, CA 90095.

Crisis Assistance and Prevention Survey

Please provide your opinions on the following:	Check one			Check Yes or No	
	Yes	Yes, but more needed	No	If no, do you want this? Yes No	
A. With respect to Emergency/Crisis Response:					
1. Is there an active Crisis Team?					
2. Is the Crisis Team appropriately trained?					
3. Is there a plan that details a coordinated response?					
a) for all at the school site?					
b) with other schools in the complex?					
c) with community agencies?					
4. Are emergency/crisis plans updated appropriately with regard to:					
a) crisis management guidelines (e.g., flow charts, checklists)?					
b) plans for communicating with homes/community?					
c) media relations guidelines?					
5. Are school staff regularly provided with information about emergency response plans?					
6. Is medical first aid provided when crises occur?					
7. Is psychological first aid provided when crises occur?					
8. Is follow-up assistance provided after a crisis?					
a) for short-term follow-up assistance?					
b) for longer-term follow-up assistance?					
9. Other? (specify)					
B. With respect to developing programs to prevent crises, are there programs for:					
1. School and community safety/violence reduction?					
2. Suicide prevention?					
3. Child abuse prevention?					
4. Sexual abuse prevention?					
5. Substance abuse prevention?					
6. Other (specify)					

OVER

Crisis Assistance and Prevention Survey

	Check one			Check Yes or No	
	Yes	Yes, but more needed	No	If no, do you want this? Yes	No
C. What programs are used to meet the educational needs of personnel related to this programmatic area?					
1. Is there ongoing training for team members concerned with the area of Crisis Assistance and Prevention?					
2. Is there ongoing training for staff of specific services/programs?					
3. Other (specify)					
D. Which of the following topics are covered?					
1. How to respond when an emergency arises					
2. How to access assistance after an emergency					
3. Indicators of psychological or emotional distress and how to respond					
4. Indicators of abuse or neglect and how to respond					
5. Indicators of a potentially suicidal student and how to respond					
6. How to respond to concerns related to death, dying, and grief					
7. How to mediate conflicts and minimize violent reactions					
8. Other (specify)					

E. Please indicate below any other ways that are used at your school to provide crisis assistance and prevention to address barriers to student's learning.

_____	_____
_____	_____

F. Please indicate below other things you want the school to do to provide crisis assistance and prevention to address barriers to students' learning.

_____	_____
_____	_____

Classroom-Focused Enabling Survey

Please provide your opinions on the following:	Check one			Check Yes or No	
	Yes	Yes, but more needed	No	If no, do you want this? Yes No	
A. Programs for personalized professional development at your school:					
1. Are teachers clustered for support and staff development?					
2. Are models used to provide demonstrations?					
3. Are workshops and readings offered regularly?					
4. Is consultation available from persons with special expertise such as:					
a) Resource specialists and/or special education teachers?					
b) Members of special committees?					
c) Bilingual and/or other coordinators?					
d) Counselors?					
e) Social workers?					
f) Other (specify):					
5. Is there a formal mentoring program?					
6. Is there staff social support?					
7. Is there formal conflict mediation/resolution for staff?					
8. Is there assistance in learning to use advanced technology?					
B. What additional things are done in the classroom to help students identified as having problems?					
1. Are "personnel" added to the class (or before/after school)? If yes, what types of personnel are brought in?					
a) Aides?					
b) Older students?					
c) Other students in the class?					
d) Volunteers?					
e) Parents?					
f) Resource Teacher?					
g) Specialists?					
2. Are materials and activities upgraded to:					
b) increase the range of high-motivation activities (keyed to the interests of students in need of special attention?)					
c) include advanced technology as a new option?					

OVER

Classroom-Focused Enabling Survey

	Check one			Check Yes or No	
	Yes	Yes, but more needed	No	If no, do you want this Yes	No
C. What is done to assist a teacher who has difficulty with limited English speaking students?					
1. Is the student reassigned?					
2. Does the teacher receive professional development related to working with limited English speaking students?					
3. Is there a bilingual coordinator available for consultation?					
4. Is a bilingual aide assigned to the class?					
5. Are volunteers brought in to help (e.g., parents, peers)?					
6. Other (specify):					
D. What programs for temporary out-of-class help are currently available on site?					
1. Is there a family center providing student and family assistance?					
2. Are there designated behavior specialists?					
3. Is there a "time out" room?					
4. Other (specify):					
E. Which of the following can teachers request as special interventions?					
1. Family problem solving conferences					
2. Exchange of students as an opportunity for improving the match and for a fresh start					
3. Referral for specific services					
4. Other (specify):					

F. Please indicate below any other ways that are used at your school to assist a teacher's efforts to address barriers to students' learning.

_____	_____
_____	_____
_____	_____

G. Please indicate below other things you want the school to do to assist a teacher's efforts to address barriers to students' learning.

_____	_____
_____	_____
_____	_____

Student and Family Assistance Programs and Service Survey

Please provide your opinions on the following:	Check one			Check Yes or No	
	Yes	Yes, but more needed	No	If no, do you want this? Yes No	
A. Do classroom-focused enabling programs exist to reduce the need for teachers to seek special programs and services?					
B. School service and program access					
1. Is information circulated in the school about services and programs?					
2. Does the site have a directory that lists services and programs?					
3. Is detailed information provided about available services (e.g., is an annotated community resource system available?)					
4. Is information about services, programs and referral procedures updated periodically?					
5. Is there a special focus on making effective referral decisions?					
6. Are students/families helped to take the necessary steps to connect with a service to which they have been referred?					
C. Which of the following GENERAL HEALTH interventions are currently provided to students:					
1. Immunizations					
2. First aid and emergency care					
3. Crisis follow-up and medical care					
4. Health and safety education and counseling					
5. Screening for vision problems					
6. Screening for health problems (specify):					
7. Screening for dental problems (specify):					
8. Treatment of some acute problems (specify):					
D. Which of the following MENTAL HEALTH interventions are currently provided to students:					
1. Individual counseling					
2. Group counseling					
3. Family counseling					
4. Crisis hotlines					
5. Crisis follow-up counseling					
6. Conflict mediation					
7. Alcohol and other drug abuse programs					

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Student and Family Assistance Programs and Service Survey

	Check one			Check Yes or No	
	Yes	Yes, but more needed	No	If no, do you want this?	
				Yes	No
D. (continued) Which of the following MENTAL HEALTH interventions are currently provided to students:					
8. Pregnancy prevention program					
9. Physical and sexual abuse prevention					
10. Gang prevention programs					
11. Mental health education					
12. Home outreach					
13. Other (specify):					
E. Which of the following are provided to students/families to meet basic survival needs?					
1. Emergency food					
2. Emergency clothing					
3. Emergency housing					
4. Transportation support					
5. Welfare services					
6. Language transition services					
7. Legal aid					
8. Protection from physical abuse					
9. Protection from sexual abuse					
10. Employment assistance					
11. Other (specify):					
F. Other miscellaneous services					
1. Which of the following are provided to address attendance problems?					
a. Absence follow-up					
b. Attendance monitoring					
c. First day calls					
2. Are discipline proceedings carried out regularly?					
3. Are there follow-up systems to determine:					
a. referral follow-through?					
b. consumer satisfaction with referrals?					
c. the need for more help?					
4. Other services (specify):					

Home Involvement in Schooling Survey

Please provide your opinions on the following:	Check one			Check Yes or No	
	Yes	Yes, but more needed	No	If no, do you want this? Yes No	
A. Which of the following are available to address specific learning and support needs of the ADULTS in the home?					
1. Does your school offer ADULT classes focused on:					
a) English Language Learners (ELL)?					
b) citizenship preparation?					
c) basic literacy skills?					
d) GED preparation?					
e) job preparation?					
f) other?(specify)					
2. Are there groups for mutual support and discussion?					
3. Are ADULTS in the home offered help in getting outside help for personal needs?					
B. Which of the following are available to help those in the home meet their basic obligations to the student?					
1. Is help provided for addressing special family needs for					
a) food and clothing?					
b) shelter?					
c) school supplies?					
2. Are education programs offered on					
a) child-rearing /parenting?					
b) creating a supportive home environment for students?					
c) reducing factors that interfere with a student's school learning and performance?					
3. Are guidelines provided for helping students deal with homework?					

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Home Involvement in Schooling Survey

	Check one			Check Yes or No	
	Yes	Yes, but more needed	No	If no, do you want this? Yes	No
C. Which of the following are in use to improve communication about matters essential to the students and family?					
1. Are there periodic general announcements and meetings such as					
a) advertising for incoming students?					
b) orientation for incoming students and families?					
c) bulletins/newsletters?					
d) back to school night/open house?					
1. (continued) Are there periodic general announcements and meetings such as					
e) parent teacher conferences?					
f) other (specify)					
2. Is there a system to inform the home on a regular basis					
a) about general school matters?					
b) about opportunities for home involvement in school?					
c) other (specify)					
3. To enhance home involvement in the student's program and progress, are interactive communications used, such as					
a) sending notes home regularly?					
b) a computerized phone line?					
c) frequent in-person conferences with the family?					
4. Other (specify):					

D. Please indicate below any other ways that are used at your school to enhance home involvement in schooling.

Please indicate below other things you want the school to do to enhance home involvement in schooling.

Support for Transitions Survey

Please provide your opinions on the following:	Check one			Check Yes or No	
	Yes	Yes, but more needed	No	If no, do you want this? Yes	No
A. What programs for establishing a welcoming and supportive community are at this school?					
1. Are there welcoming materials/ a welcoming décor?					
a. Are there welcome signs?					
b. Are welcoming information materials used?					
c. Is a special welcoming booklet used?					
d. Are materials translated into appropriate languages?					
2. Are there orientation programs?					
a. Are there introductory tours?					
b. Are introductory presentations made?					
c. Are new arrivals introduced to special people such as the principal and teachers?					
d. Are special events used to welcome recent arrivals?					
e. Are different languages accommodated?					
3. Is special assistance available to those who need help registering?					
4. Are social support strategies and mechanisms used?					
a. Are peer buddies assigned?					
b. Are peer parents assigned?					
c. Are special invitations used to encourage family involvement?					
d. Are special invitations used to encourage students to join in activities?					
e. Are advocates available when new arrivals need them?					
B. Which of the following transition programs are in use for grade-to-grade and program-to-program changes for students?					
1. Are orientations to new situation provided?					
2. Is transition counseling provided?					
3. Are students taken on "warm-up" visits?					
4. Is there a "survival " skills training program?					
5. Is the new setting primed to accommodate the individual's needs?					

OVER

Support for Transitions Survey

Please provide your opinions on the following:	Check one			Check Yes or No	
	Yes	Yes, but more needed	No	If no, do you want this? Yes	No
C. What programs are used to meet the educational needs of personnel related to this programmatic area?					
1. Is there ongoing training for team members concerned with the area of Support for Transitions?					
2. Is there ongoing training for staff of specific services/ programs? (e.g., teachers, peer buddies, office staff, administrators)?					
3. Other? (specify)					
D. What programs/ services are available to assist those students who change schools in mid-year?					
1. Is academic achievement information provided to the new school?					
2. Is transitioning counseling provided?					

E. Please indicate below any other ways that are used at your school to provide support for transitions.

_____	_____
_____	_____
_____	_____
_____	_____

F. Please indicate below other things you want the school to do to provide support for transitions.

_____	_____
_____	_____
_____	_____

Community Involvement and Volunteers Survey

Please provide your opinions on the following:	Check one			Check Yes or No	
	Yes	Yes, but more needed	No	If no, do you want this? Yes No	
A. With respect to programs to recruit community involvement and support:					
1. From which of the following sources are participants recruited?					
a) Public community agencies, organizations, facilities					
b) Private community agencies, organizations, and facilities					
c) Business sector					
d) Professional organizations and groups					
e) Volunteer service programs, organizations, and clubs					
f) Universities and colleges					
2. Indicate current types of community involvement at the school					
a) Mentoring for students and/or families					
b) Volunteer functions					
c) Community resource pool that provides expertise as requested, such as:					
Artists					
Musicians					
librarians					
Health and safety programs					
Other (specify)					
d) Formal agency and program linkages that result in:					
Community health and social services providing services at school					
After school programs providing services at the school					
e) Formal partnership arrangements that involve community agents in:					
School governance					
Advocacy for the school					
Advisory functions					
Program planning					
Fund raising					
Sponsoring activity (adopt-a-school, event sponsor)					
Creating awards and incentives					
Creating jobs					
Other (specify)					

OVER

Community Involvement and Volunteers Survey

Please provide your opinions on the following:	Check one			Check Yes or No	
	Yes	Yes, but more needed	No	If no, do you want this? Yes	No
B. With specific respect to volunteers:					
a) Nonprofessionals					
b) Parents					
c) College students					
d) Senior citizens					
e) Business people					
f) Peer and cross-age tutors					
g) Paraprofessionals					
h) Professionals: in-home training (specify)					
i) Professionals: pro-bono (specify)					
j) Other (specify)					
2. What do volunteers assist?					
a) Administrators					
b) Teachers					
c) Support staff					
d) Students (explain)					
e) Other staff (specify)					
3. In which of the following ways do volunteers participate?					
a. Providing general classroom assistance					
b. Assisting with targeted students					
c. Assisting after school					
d. Helping address diversity matters (explain)					
e. Helping in the cafeteria					
f. Helping in the library					
g. Helping in the computer lab					
h. Helping in the office					
i. Helping on field trips					
j. Helping with homework help lines					
k. Helping welcome visitors					
l. Helping register and welcome new students and families					
m. Phoning families for reminders (conferences, events, etc.)					
n. Acting as mentors or advocates for students, families and staff					

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Community Involvement and Volunteers Survey

		Check one		Check Yes or No		
		Yes	Yes, nut more needed	No	If no do you want this Yes	No
o.	Assisting with school upkeep and beautification efforts					
p.	Helping enhance public support by increasing political awareness about the contributions and needs of the school					
q.	Assisting with school upkeep and beautification efforts					
r.	Helping enhance public support by increasing political awareness about the contributions and needs of the school					
s.	Other (specify)					
C.	Which of the following are used to enhance community-school connections and a sense of community?					
1.	Student performances for the community (school sponsored)					
a)	Cultural and sports events for the community					
b)	Community festivals and celebrations					
c)	Topical workshops and discussion groups					
d)	Health fairs					
e)	Other (specify)					
D.	What programs are used to meet the educational needs of personnel related to this programmatic area?					
1.	Is there ongoing training for team members concerned with the area of Community Outreach/Volunteers:					
2.	Is there ongoing training for staff of specific programs?					
E.	Which of the following topics are covered in educating stakeholders:					
1.	Understanding the local community (needs, resources, culture)					
2.	How to recruit, train, and retain volunteers					
3.	How to move toward collaborations with community resources					
4.	How to outreach to hard-to-involve students and families					
5.	Other (specify)					

Please indicate below any other ways that are used at your school to provide support for transitions.

Mapping School and Community Resources

(Adapted from: Adleman and Taylor, *Resource-Oriented Teams: Key Infrastructure Mechanisms for Enhancing Education Support*, March 2001, UCLA Center for Mental Health in Schools, Department of Psychology, P.O. Box. 951563, Los Angeles, CA 90095, p. Appendix D-3.)

Name of School _____

School Psychologist _____ Times at school _____

Provides assessment and testing of students for special services. Counseling for students and parents. Support services for teachers. Prevention, crisis, conflict resolution, program modification for special learning and/or behavioral needs.

School Nurse _____ Times at school _____

Provides immunizations, follow-up, communicable disease control, vision and hearing screening and follow-up, health assessments and referrals, health counseling and information for students and families.

Pupil Services/Attendance Counselor _____ Times at school _____

Provides a liaison between school and home to maximize school attendance, transition counseling for returnees, enhancing attendance improvement activities.

Social Workers _____ Times at school _____

Assists in identifying at-risk students and provides follow-up counseling for students and parents. Refers families for additional services if needed.

Counselors _____ Times at school _____

General and special counseling/guidance services. Consultation with parents and school staff.

Dropout Prevention Coordinator _____ Times at school _____

Coordinates activity designed to promote dropout prevention.

Title I and Bilingual Coordinators _____ Times at school _____

Coordinates categorical programs, provides services to identified Title I students, implements Bilingual Master Plan (supervising the curriculum, testing, and so forth).

Mapping School and Community Resources

Resource and Special Education Teachers

Times at school

Provides information on program modifications for students in regular classrooms as well as providing services for special education.

Other important resources:

School-based Crisis Team (list by name/title)

School Improvement Program Planner

Providing school-linked or school-based interventions and resources

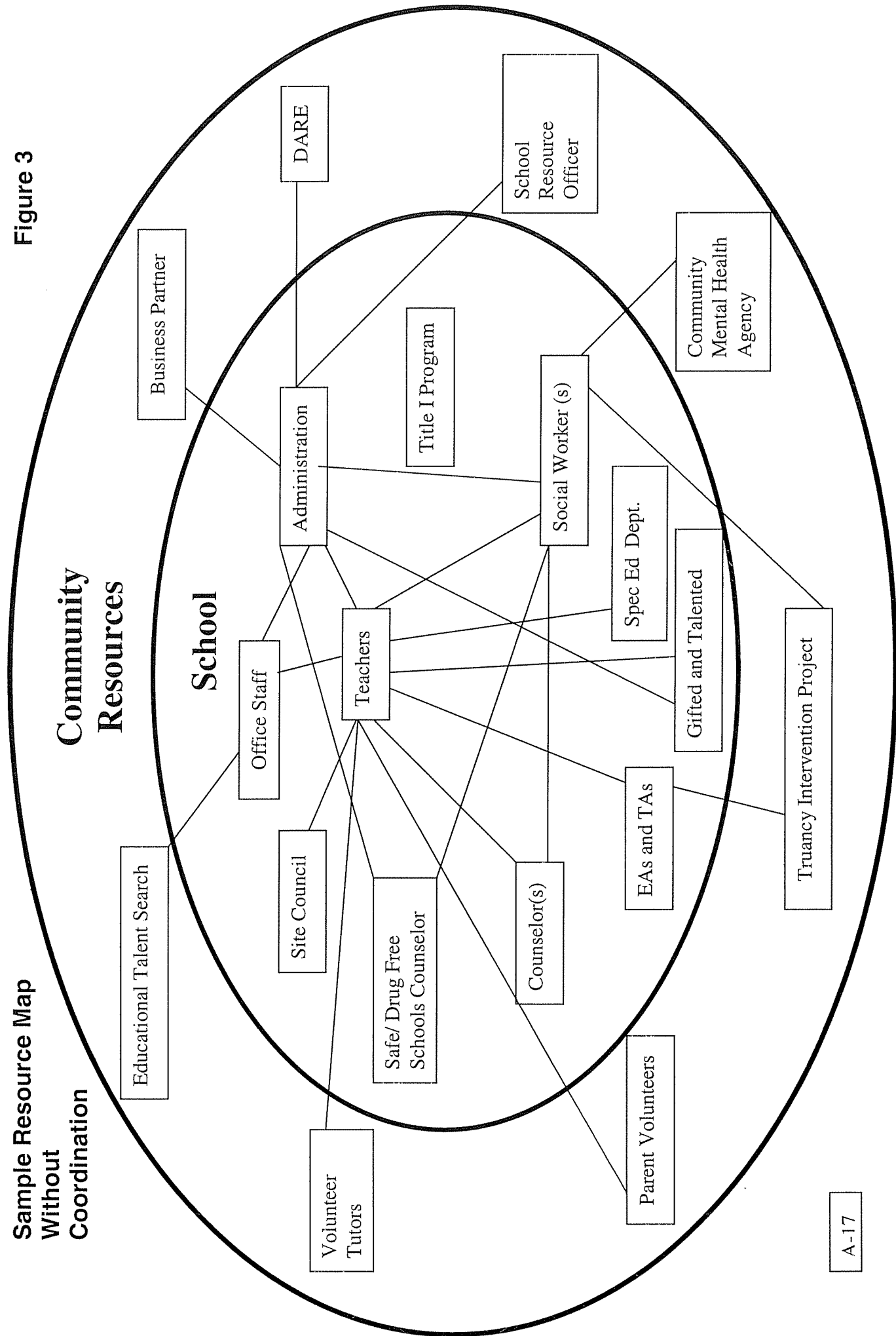
Who

What they do

When

Sample Resource Map Without Coordination

Figure 3



Resource Map With Coordination

Figure 4

