



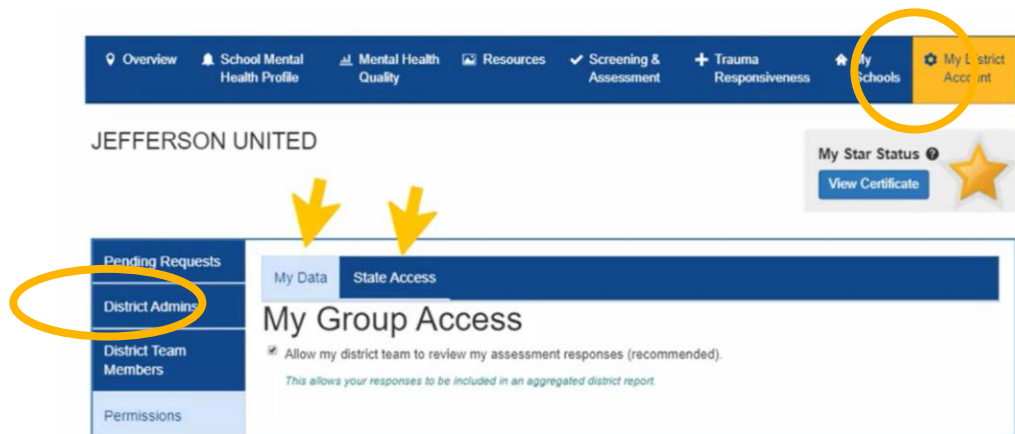
Supports to Advance Emotional Well-Being in Schools Learning Collaborative Cohort LEA Assessment Instructions and Guidance

The LEA Assessment reviews district-level policies, practices and programs related to emotional well-being and mental health for students and staff. This tool includes two components: 1) The SHAPE System and 2) The NACDD Supplemental Assessment. **Please complete these assessment components by Friday, January 19, 2024.**

Instructions for Completing Assessment Components:

1. The SHAPE System

- [The SHAPE System](#) is designed to improve school mental health accountability, quality, and sustainability nationwide. SHAPE is hosted on an online portal by the National Center for School Mental Health (NCSMH) at the University of Maryland School of Medicine. There are three steps to complete when you [sign up/log into the SHAPE System](#).
 - Step 1: Complete the School Mental Health Profile – District Version
 - [PDF for reference](#)
 - Step 2: Complete the School Mental Health Quality Assessment – District Version
 - [PDF for reference](#)
 - Step 3: **IMPORTANT** – Add Heidi Milby (hmilby@chronicdisease.org) as a District Administrator on your account. This will allow NACDD to see your assessment results. To add a District Administrator, go to *My District Account*, click on *District Admins* and complete the requested contact information.



- Jump to [step-by-step instructions](#) for completing the School Mental Health Profile – District Version and School Mental Health Quality Assessment – District Version within the SHAPE System.

2. The NACDD Supplemental Assessment

- This assessment component collects additional information on staff health and well-being as well as community partnerships, policies, successes, and challenges.

- Please complete this assessment using the online link:
https://nacdd.sjc1.qualtrics.com/jfe/form/SV_0cGKYS2MAW9flvl
 - [PDF for reference](#)

Tips for Success:

- Be as honest as possible with your responses. This assessment is not intended to evaluate your efforts. Rather, it will serve as a needs assessment to guide action planning for this project, conversations with your team, and training/technical assistance provided by NACDD and its partners, Child Trends and Mental Health America.
- We recommend completing the assessment as a team to ensure accurate responses. Consider including those that support school mental health efforts (e.g., counselors, nurses, social workers, psychologists, etc.), those that support other aspects of the whole child (e.g., health and physical educators, out of school time providers, etc.) as well as those with lived experiences (e.g., students, families, and community members). If needed, complete the PDF versions of the assessment components in a meeting prior to inputting responses electronically to ensure a collaborative approach.

To complete the SHAPE System:

1. Create a SHAPE System account.
 - Visit www.theshapesystem.com and click “Sign Up” in the upper righthand corner. To open a district account, you must be employed by the district.
 - You will be asked to enter basic questions about yourself, including your email. This ensures that you stay up to date on activity within the account.
 - Complete the short seven question survey to the best of your knowledge.
2. Assemble a multidisciplinary district team of 3-6 members that are involved in school mental health and whole child efforts. Each of these individuals should register for the district account. It takes approximately 1-2 hours to complete the two steps in the SHAPE System.
 - As a team, complete one [School Mental Health Profile - District Version](#), which collects information and provides a snapshot of the multi-tiered services and supports, staffing, financing, and data systems in your district’s school mental health system.
 - Complete the [School Mental Health Quality Assessment - District Version](#) (as individuals or as a team). This assessment is designed for teams to assess the comprehensiveness of their school mental health system and to identify priority areas for improvement.
 - Your team will receive free custom reports based on your responses. Districts are encouraged to use their report results to navigate the extensive resources library.
 - Remember to add Heidi Milby (hmilby@chronicdisease.org) as a District Administrator on your account. This will allow NACDD to see your assessment results. To add a District Administrator, go to *My District Account*, click on *District Admins* and complete the requested contact information.
 - View this video for a demonstration of the district version of The SHAPE System: [District Account Demonstration Video](#)

Contact Information:

Questions? Contact Heidi Milby at hmilby@chronicdisease.org or 678-894-1288.