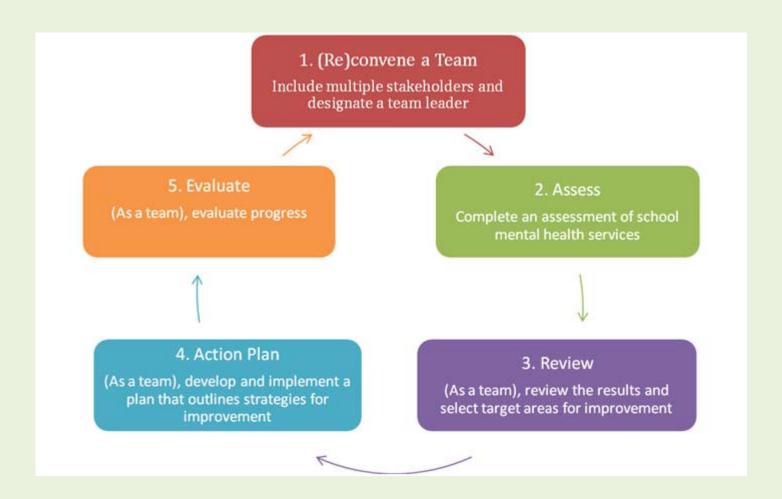
The 5-Step Guide to Quality Assessment and Improvement in School Mental Health

•••••••••••••••••••••••••••••••••••••

Developed by the Center for School Mental Health and National Assembly on School-Based Health Care



THE FIVE-STEP GUIDE FOR QUALITY ASSESSMENT AND IMPROVEMENT

IN SCHOOL MENTAL HEALTH

- 1. <u>Convene a team</u> of at least three stakeholders to assess the quality of mental health services and programming within your school. Potential members could include:
 - Educator
 - Family member/Advocate
 - Guidance Counselor
 - Health Provider
 - Positive Behavior Supports (PBS)
 Team Leader
- School Administrator
- School Psychologist
- School Social Worker
- School-Based Community Mental Health Provider
- Student Support Team Leader

Designate one person as team leader. The team leader is responsible for getting team members to complete an assessment, coordinating a team meeting to review results, and monitoring the action plan.

- 2. Team members independently <u>complete an assessment</u> of school mental health services. Individuals should take a moment after completing the assessment to review their ratings and consider what they identified as strengths and weaknesses in their school's mental health programs and services.
- 3. As a team, <u>review the results</u> of the assessments and develop a consensus around which indicators to target for improvement during the school year. <u>Select one to three indicators</u> by considering the following:
 - Which indicators were rated the highest and the lowest?
 - Were there any patterns or clustering of scores?
 - In which indicators was there the most and least agreement in ratings?
 - Which indicators are in most need of improvement?
 - Which of these can you realistically impact during the school year?
 - Which indicators best fit with other school priorities?
- 4. <u>Develop and implement an action plan</u> that outlines at least three action steps/strategies that will help your school improve around the selected quality indicators.
 - Be specific--Identify who, what, when, and how within your plan.
 - If your selected quality indicators do not address family and/or youth engagement, include action steps/strategies that will enhance family and youth involvement relative to the indicators you selected. Seek input from youth and families and be creative.
 - Consider what may prevent you from getting this important work done. Discuss as a team strategies that could help you to overcome these barriers.
 - Develop a follow-up plan including:
 - How to communicate about progress (e.g., monthly meetings, email communication, discussions)
 - Other teams and committees at the school in which to incorporate quality improvement activities.
- 5. As a team, evaluate your progress regularly by:
 - Re-administering the assessment
 - Comparing your scores. Consider:
 - o Where are the improvements or decline?
 - o To what do you attribute the changes?
 - o In which areas is there still need for improvement?
 - Using the evaluation data to modify the action plan.