

Sample Letter from MHPET Team Lead to Team Members

Dear _____:

I am writing to ask you to participate in a process that we are initiating to improve the quality and effectiveness of the mental health services provided to students at the _____ School.

The first step of this process is to have a small team complete a nationally recognized tool called the **Mental Health Planning and Evaluation Template (MHPET)** developed by the National Assembly on School-Based Health Care in partnership with the Center of School Mental Health.

The MHPET is simple and easy to use. First, each team member goes online individually and completes a first set of questions. After everyone has completed Set One, I will convene the team to review our final scores and together we will develop and implement an action plan. Three to six months later, we will complete a second set of questions. We then will compare the results from the two sets and see what improvements and/or changes we have seen in our school mental health services.

To access the MHPET, please go to www.nasbhc.org/mhpet. Here you can read more about the tool and you will find instructions and log-in information.

Please complete the MHPET no later than _____. Please notify me at _____ (email or phone) when you are finished.

Please be honest in your scoring, as an objective assessment of our strengths and growth areas is essential to this improvement process. Your individual scores are anonymous. I will only have access to our team's average scores.

I look forward to working with you on this effort and will be in touch with you as we move forward with this process.

Thank you for your participation,