

EXAMPLE

Customize this protocol for your district according to your state and local laws and guidelines.

Student Risk Screening Scale-Internalizing and Externalizing (SRSS-IE)

SRSS-IE Screening Protocol

Middle and High Schools – Fall 2016

**This document includes updated scoring information – Please use with SRSS-IE Screening Tool Prepared for the 2016-2017 Academic Year*

Preparation for Installing Screening Practices

- (DISTRICT) Set screening windows (including a hard close date) for schools for Fall, Winter, and Spring screening time points and place dates on district and school assessment schedules.
- (DISTRICT) Prepare screening structures (data capture system and procedures) for establishing secure folders on the teacher drive, populating screener for each teacher with student names and district ID numbers, and capturing data at the school or district level for review and use.
- (DISTRICT/SCHOOL) Update current screening structures with newly posted SRSS-IE screening tool (.xls document with conditional formatting programmed for scoring) <http://www.ci3t.org/screening#srssie> Please see brief report posted August 2, 2016 related to new subscale scoring and initial research resulting in cut scores.
- Determine screening rater or period (e.g., Period 1 or Period 7) for middle school (MS) and high school (HS). **Middle School – Advisory** **High School – First Period**
- Disseminate directions, procedures, and expectations regarding screening to building-level Ci3T Leadership Teams.
- (DISTRICT) Prepare a district statement and disseminate the information for schools to share with parents.
- Establish Annual District Screening Windows: 2016 – 2017. When establishing screening windows consider a few days to accommodate any faculty who might be absent for the screening meeting. This will support your efforts to ensure all students attending your school for at least 4 weeks are screened at each time point. Post screening dates on the master calendar for faculty planning.

Time	Preview Date for Principals and Ci3T Teams	Screening Window	Date of First School's Scheduled Screening	Date of Last School's Scheduled Screening	Hard Close Date
Fall	9/16/2016	9/20 – 27/2016	9/20/2016	9/23/2016	9/27/2016
Winter	12/1/2016	12/5-16/2016	12/5/2016	12/12/2016	12/16/2016
Spring	3/9/2015	3/13 – 24/2017	3/13/2017	3/21/2015	3/24/2017

Fall Screening and Consenting Meeting Schedule

Date for Fall Screening
(SRSS-IE)

Window: 9/20 – 27/2016

Close Date for Screening
9/27/2016

	Date	Time	Coaching Support Planned	Action Items Following Coaching Meeting
High School 1 Principal				
High School 2 Principal				
Middle School 1 Principal				
Middle School 2 Principal				
Middle School 3 Principal				
Middle School 4 Principal				

****Teachers bring devices with them to the Screening meetings (with ability to access the Teacher-Drive [T-Drive; or other secure system] and enter data in Excel).**

Fall 2016 Screening

- (DISTRICT) District information technology services personnel create a template for capturing data for middle and high school students using the new SRSS-IE screening measure posted on <http://www.ci3t.org/screening#srssie> (Note. New cut scores and scoring information was posted on 8/2/2016). Please see the website for the SRSS-IE MS and HS Brief Report for information related to subscale items and cut scores.
- (DISTRICT) District information technology services personnel test the SRSS-IE screening data capture tool for accuracy, at the district level. **Prepared for schools by 9/16/2016**
- (DISTRICT) **30 days prior to fall screening**, the SRSS- IE is populated with student identification numbers and names for each screening teacher (MS and HS – screening period teacher – screening periods are determined at the district or school level. Considerations – what period are all students at school and attending a course; keep the period consistent over time for comparisons).
- (DISTRICT) Prepared screeners are placed in secure folders for teachers at each school.
- School site screening contacts are notified and directed to check that all teachers' files are prepopulated and that they have access to folders.
- (DISTRICT) **Student demographic data** are prepared at the same time the SRSS-IE is populated (so that the same students' data are captured); if data sharing for analyses.
- (TEACHERS) **Teachers log in, screen, and save.**
- (PRINCIPALS/ BUILDING SCREENING LEADERS) review data prior to the close of the window to ensure all teachers have completed screeners. Prompt anyone who has incomplete information to ensure all students enrolled for 30 days or more are screened.
- (DISTRICT) Screening data are captured by the district information technology services personnel and shared with the district and building administrators in aggregated forms (e.g., district level, by school, by grade) and by individual students (according to FERPA laws and district policies).
- (DISTRICT) Reports are prepared by district for each school site. Graphs of the number of students rated in the low, moderate, or high risk categories (total school and by grade level) are populated within ____ (e.g., 30) days of screening.
- (DISTRICT) Student demographic and screening data prepared for review approximately 10 days following after the screening window closes.
- (Ci3T Leadership Team) Reports are reviewed by school Ci3T Leadership Teams and then shared with faculty and staff in aggregate form (e.g., see sample graphs and tables). Refer to

district guidelines for when to share individual student data (reminder: total subscale scores [not item level data] are used for decision-making purposes).

□ (Ci3T Leadership Team) school Ci3T Leadership Team and teachers review screening data with other school data (utilize the school's assessment schedule), focusing on Tier 1 and teacher-level strategies.

□ (Ci3T Leadership Team) school Ci3T Leadership Team and teachers review screening data with other school data (utilize the school's assessment schedule) to determine students in need of tiered interventions using the school's Ci3T secondary (Tier 2) and tertiary (Tier 3) intervention grids.

□ (Ci3T Leadership Team) school Ci3T Leadership Teams access district and state technical assistance supports for reviewing data and interventions.

Screening Calendar: 2016 - 2017

Time : insert your date	Preview Date for Principals and Ci3T Teams (one week prior)	Screening Window (3 weeks: M-F)	Date of Last Scheduled Screening in the District	Date of Last Scheduled Screening in the District	Hard Close Date
Fall: _____					
Winter: _____					
Spring: _____					