

## **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)**

#### **Behavior Screening Coaching Protocol      Fall 2016**

#### **Screening Tool Location (for fall)**

T-Drive > Share with Staff > Screeners > <employee ID number> 2016-17 > ScreenFall > SRSSIE.xlsx

#### **Screening Leaders: Set-up (September 16, 2016)**

1. Log on to computer and locate the T-drive (or secure location) and verify access for all teachers.
2. Ensure the correct number of teacher folders is on the drive (labeled with teacher ID).
3. Open at least one teacher's screening file.
4. Check the anchors at the top left corner of the excel file  
*0=Never, 1=Occasionally, 2=Sometimes, 3=Frequently*
5. Enter 'practice' data into that one sheet so that the total scores and conditional formatting are tested.

#### **Externalizing Subscale**

##### **SRSS-IE scale total scores for items 1-7 – SRSS-E7**

###### **Elementary, Middle, and High School**

- 0 – 3    low risk
- 4 – 8    moderate risk (yellow)
- 9 – 21   high risk (pink)

#### **Internalizing Subscale: Preliminary Cut Scores by School Level**

##### **SRSS-IE scale total scores for items 8-12 – SRSS-I5**

###### **Elementary School Schools (Preliminary\* cut scores established).**

- 0 – 1    low risk
- 2 – 3    moderate risk (yellow)
- 4 – 15   high risk (pink)

##### **SRSS-IE scale total scores for items 4 (peer rejection) and 8-12 – SRSS-I6**

###### **Middle and High Schools (Preliminary\* cut scores established).**

- 0 – 3    low risk
- 4 – 5    moderate risk (yellow)
- 6 – 18   high risk (pink)

\*Continue to check Ci3T.org for the most current information. *Note.* If creating an SRSS-IE Total score, the *peer rejection* item should only be added once (sum items 1-12).

**Behavior Screening Coaching Protocol** (updated 8/2/2016: for use during 2016 2017 academic year)

6. Confirm the “Count” column is completed (students numbered sequentially). Formulas are anchored by the “Count” column; it must contain a number for each student listed for accurate total formulas.

### Teachers: Day of Screening

1. Turn on the computer and locate the teacher-drive (T-drive) or other secure location.
2. Follow the file path (above) to locate your screening folder.
3. Once in the “Screening” folder, find your folder labeled with your employee ID and open your spring screening file.
4. Check that your employee ID number is correct and that you have the correct students.
5. Complete the rating of each student on the list and save the file in the same location when you are finished (do not save the file to your desktop or other location). These data are treated as other student data and kept secure.
6. Rate students on each item moving across the student’s row and use the 0-3 scale (anchors) in the top left corner.
  - a. All students who are eligible for screening have already been pre-populated; additional students should not be added for this time period (only students who have been in school for 30 days should be screened [about 4 weeks] – thus you do not add and rate these students).
  - b. Depending on the size of your computer monitor you may need to scroll to the right to ensure you rate students on all items starting (**Note.** There are different versions for use with elementary and secondary [middle and high] schools students). You should see the total columns on your right at the end of the scale.
  - c. The sum columns will calculate automatically- *please do not type in the total columns’ cells.*
  - d. Please **do** rate students who have been there for 30 days but have moved.
  - e. Rate **ACROSS** the scale (one student at a time) – Rate **all** items for each student before moving on to the next student.
  - f. Rate students independently without conferencing with other teachers or staff (even if you are a co-teacher).
7. Once you have completed rating all of your students, click SAVE.
  - a. Leave the original file name. This is how the district will be pulling the data back.
  - b. Click SAVE, SAVE, and SAVE again. ☺
8. **Screening data are kept secure and should never be emailed, saved on a flash drive, or saved on a desktop to protect confidentiality.**