**Student Risk Screening Scale – Early Childhood (SRSS-EC)**

Systematic Screening Protocol: Setting up to Screen in Your District or Center

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

This protocol provides considerations for district-level (or school-level) leaders who are setting up structures to conduct systematic screening using the Student Risk Screening Scale for Early Childhood (SRSS-EC; Lane & Menzies, 2009). In optimal conditions, these steps would be completed at the district level. However, early childhood and pre-school-site leaders may establish screening protocols with district permission. Please visit[**ci3t.org/screening#srssec**](http://www.ci3t.org/screening#srssec) to access the most up-to-date version of the SRSS-EC and updated guidance on scoring and interpretation.

**Setting up Screening Structures**

* Set screening windows (including a hard-close date) for schools for fall, winter, and spring screening time points and place dates on district/school assessment schedules. When establishing screening windows consider a time span to accommodate any faculty who might be absent for the screening meeting. This will support your efforts to ensure all children enrolled at your center for at least 4 weeks are screened at each time point.

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| **Time point** | **Screening Window** |
| **Preview Date\*** | **Open Date\*\*** | **Close Date** |
| Fall |  |  |  |
| Winter |  |  |  |
| Spring |  |  |  |
| \* Schedule the preview date for 7 days prior to the open date; allows center-level leaders or their designee the opportunity to verify screening files are accurately prepared and ready for use.\*\*Confirm the fall screening is between 4-6 weeks after the start of your school year. |

* Prepare screening structures (data management system and procedures) for establishing secure log in access or folders on the secure teacher drive, populating the screener for each teacher with children’s names and district identification numbers, and capturing data at the school and district level for review and use. Use guidance on scoring provided by [**ci3t.org/screening#srssec**](http://www.ci3t.org/screening#srssec)**.**
* In the COVID-19 era (2020-2021 academic year): Indicate the type of instructional format for each child at the time of screening (e.g., in-person, remote, or hybrid). Indicated if the child was a regular attender (relative to the district process for evaluating attendance). These additional columns have been added to the SRSS-EC screening template.
* District information technology services personnel test the SRSS-EC screening data capture tool for accuracy, at the district level.
* **Each year verify SRSS-EC items, scoring, and procedures are aligned with most up-to-date version. Visit** [**ci3t.org/screening#srssec**](http://www.ci3t.org/screening#srssec) **to find information on updates as they occur.**

| **Student Risk Screening Scale for Early Childhood (SRSS-EC)** |
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| SRSS-EC E7 (Externalizing) | SRSS-EC I4 (Internalizing) |
| * Tantrums
* Active, restless
* Rejected by peers
* Ignores teacher and class rules
* Negative attitude
* Aggressive behavior
* Lies
 | * Shy, timid
* Sad, tearful
* Worried, fearful
* Physical complaints
 |
| 0-5 = low risk | 0-2 = low risk |
| 6-7 = moderate risk | 3-4 = moderate risk |
| 8-21 = high risk | 5-12 = high risk |

* Prepare a district-approved statement regarding screening and disseminate the information to be shared by school-sites with parents at the onset of each academic year
* Conduct professional learning offerings for new and continuing district employees to ensure a clear understanding of how data are used in your tiered system to (a) examine overall levels of risk, (b) inform the use of teacher-delivered, low-intensity strategies (e.g., increased rates of behavior specific praise, choice), and (c) connect children to Secondary (Tier 2) Interventions and Tertiary (Tier 3) Interventions

**Preparing to Screen (≈ 30 days prior to screening)**

* District information assessment and technology services personnel (or those who set up screening structures) test the SRSS-EC screening data capture tool for accuracy.
* **30 days prior to fall screening**, populate SRSS- EC screening files with student identification numbers and names for each screening teacher.
* Prior to the Screening Preview Date, check the data management systems readiness or place prepared SRSS- EC screening files in secure folders for teachers at each school. Notify center-level screening contacts (e.g., administrator, leadership team member[s]) and direct to verify all screening files are prepopulated and necessary access/permissions are granted). See below for sample action plan to share with administrators or leadership team members to preview and prepare for screening:

**Preparation and Preview Action Plan**

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| --- | --- | --- | --- |
| **Steps** | **Person(s) Responsible** | **Target Date** | **Date Completed** |
| Access designated screening file location to confirm the correct number of screening files have been set-up (e.g., one file per educator, labeled with the teacher ID) and that all educators have access to the screening file location. |  |  |  |
| Open a sampling of educator’s screening file to confirm: |  |  |  |
| (a) correct class list is populated in the file |  |  |  |
| (b) correct anchors appear at the top left corner of the file (0=Never, 1=Occasionally, 2=Sometimes, 3=Frequently) |  |  |  |
| (c) conditional formatting works as expected when practice data are entered (e.g., scores capture the correct items, low risk scores are formatted to green; see cut scores below) |  |  |  |
| If an error is detected, contact your district screening coordinator (name and phone number). |  |  |  |

* Disseminate directions, procedures, and expectations regarding screening to center-level Ci3T Leadership Teams. Consider utilizing ***Systematic Screening Protocol: Day of Screening*** from further below in this document as a template.
* **Child demographic data** are prepared at the same time the SRSS-EC is populated (so that the same children’s data are captured) if data sharing for analysis. If possible, connecting these data in your management system would allow educators to quickly examine level data (e.g., are there differences in schools by grade level or demographic variable).

**Day of Screening**

* Communicate with educators to provide day-of reminders about screening procedures (e.g., where to locate screening files, reminders to save screening files, other reminders specific to your data management system. Consider utilizing ***Systematic Screening Protocol: Day of Screening*** from further below in this document as a template.

**Prior to Close of Screening Window**

* Screening data are checked to ensure each child in the school has been screened by a teacher (teacher completed and saved appropriately).
* Confirm there are no missing data will prevent missing data needed for supporting children and teachers.
* Prompt principals or screening coordinator at each school site to review files for completion and contact teachers who have not completed the screenings.

**After Close of Screening Window**

* 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 children (according to FERPA laws and district policies).
* Reports are prepared by district for each center. Graphs of the number of children rated in the low, moderate, or high-risk categories are populated within \_\_\_ (e.g., 5-7) days of screening.
* Child demographic and screening data prepared for review approximately 10 days after the screening window closes.
* 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 data (reminder: total subscale scores [not item level data] are used for decision-making purposes).
* School Ci3T Leadership Team and teachers review screening data with other center data (utilize the school’s assessment schedule), focusing on Tier 1 and teacher-level strategies.
* School Ci3T Leadership Team and teachers review screening data with other center data (utilize the school’s assessment schedule) to determine children in need of tiered interventions using the school’s Ci3T secondary (Tier 2) and tertiary (Tier 3) intervention grids.
* School Ci3T Leadership Teams access district and state technical assistance and professional learning supports for reviewing data and interventions.

**[See next page for Site-Level Coaching Protocol for the Day of Screening]**

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Systematic Screening Protocol: Day of Screening

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

This coaching protocol provides directions for educators to follow on the day they complete behavior screenings. Blue text is intended to be edited to correspond to your district’s procedures for sharing and saving screening files in accordance with your state and local laws and guidelines. Screening data should be handled as other protected child information.

**Directions for Teachers on the Day of Screening**

1. Turn on the computer, log in to your secure drive, and access the screening file location:

T-Drive > Share with Staff > Screeners > <employee ID number> 2020-21 > ScreenFall > SRSSEC.xlsx

1. Locate your screening file, which is in a file labeled with your employee ID and password protected. You can access your password in an email sent on August 12th (Subject: SRSS-EC File Password). Leave the screening file name intact – do not change the name of the file as it could impeded the process by which we aggregate the data.
2. Verify the correct children are in your file (all children in your screening period/class who have been enrolled for at least 4 weeks).
3. Complete the rating for each child on your list. Please see the box at the bottom of this document for important Screening Process Reminders.
4. Make sure to scroll all the way to the bottom of the document to ensure all children were rated. Once you have completed ratings for all children in your class, click SAVE. Be sure to save the file in the same location where you opened it and without changing the file name. To ensure all screening data are kept secure and confidential, please refrain from copying the file, emailing it, or saving it to your local computer hard drive or flash drive.
5. **Screening data are kept secure and should never be emailed, saved on a flash drive, or saved on a desktop to protect confidentiality.**

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| **SRSS-EC Screening Process Reminders** |
| * Rate ACROSS the scale (one child at a time). Rate **all** items for each child before moving on to the next child.
* Rate children independently without conferencing or talking with other teachers or staff (even if you are a co-teacher).
* The sum columns will calculate automatically. Please do not type or click in the total columns’ cells.
* All children who are eligible for screening have already been pre-populated; additional children should not be added for this screening period (only children who have been in school for 30 days should be screened [about 4 weeks]).
* Please **do** rate children who have been there for at least 30 days during the screening period but have moved.
* You may need to scroll to the right in the spreadsheet to ensure you rate children on all items (11 items for each child).
* Scroll down in the spreadsheet to ensure you rate all children in your assigned class.
* The sum columns will calculate automatically – please do not type in the columns’ cell.

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