Ci3T

Student Risk Screening Scale – Internalizing Externalizing (SRSS-IE)
Systematic Screening Protocol: Site-Level Preparation Protocol

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

This protocol provides recommendations for school-level leadership teams in preparing to facilitate completion of the Student Risk Screening Scale for Internalizing and Externalizing (SRSS-IE; Drummond; 1994; Lane & Menzies, 2009) once files have been set up for each educator who will complete the screening tool. If you require assistance in setting up screening files, please access the resource *Systematic Screening Protocol: Setting up to Screen in your School or District* via **ci3t.org/screening**.

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 with other protected student information.

Screening File Locations:

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

Screening Date: [enter date here]

Preparation and Preview Action Plan

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 student 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).			

SRSS-IE Cut Scores (continue to check www.ci3t.org for the most current information)

ELEMENTARY SCHOOL		MIDDLE AND HIGH SCHOOL	
SRSS-E7	SRSS-I5	SRSS-E7	SRSS-I6
(1) steal; (2) lie, cheat, sneak; (3) behavior problem; (4) peer rejection; (5) low academic achievement; (6) negative attitude; (7) aggressive behavior	(8) emotionally flat; (9) shy, withdrawn; (10) sad, depressed; (11) anxious; (12) lonely	(1) steal; (2) lie, cheat, sneak; (3) behavior problem; (4) peer rejection; (5) low academic achievement; (6) negative attitude; (7) aggressive behavior	(4) peer rejection; (8) emotionally flat; (9) shy, withdrawn; (10) sad, depressed; (11) anxious; (12) lonely
0-3 = low risk	0-1 = low risk	0-3 = low risk	0-3 = low risk
4-8 = moderate risk	2-3 = moderate risk	4-8 = moderate risk	4-5 = moderate risk
9-21 = high risk	4-15 = high risk	9-21 = high risk	6-18 = high risk

Note. If creating an SRSS-IE Total score, the *peer rejection* item should only be added once (sum items 1-12). Currently, guidance has not been established for SRSS-IE Total scores. Do not use the total score to inform instruction. Use the SRSS-E7 and SRSS-I5 scores at this time. **SRSS-IE cut scores reported here are as of July 2020 (continue to check ci3t.org/screening#srssie for the most current information)**

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

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

Systematic Screening Protocol: Site-Level Coaching 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 student 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 > SRSSIE.xlsx

2. 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-IE 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.

3. Verify the correct students are in your file (all students in your screening period/class who have been enrolled for at least 4 weeks).

4. Complete the rating for each student on your list. Please see the box at the bottom of this document for important Screening Process Reminders.

5. Make sure to scroll all the way to the bottom of the document to ensure all students were rated. Once you have completed ratings for **all** your students, 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.

6. **Screening data are kept secure and should never be emailed, saved on a flash drive, or saved on a desktop to protect confidentiality.**

SRSS-IE SCREENING PROCESS REMINDERS
✓ Rate ACROSS the scale (one student at a time). Rate **all** items for each student before moving on to the next student.
✓ Rate students 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 students who are eligible for screening have already been pre-populated; additional students should not be added for this screening period (only students who have been in school for 30 days should be screened [about 4 weeks]).
✓ Please **do** rate students 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 students on all items (12 items for each student).
✓ Scroll down in the spreadsheet to ensure you rate all students in your assigned class.
✓ The sum columns will calculate automatically – please do not type in the columns' cell.

Student Name	Student ID	Count	Steal	Lie, Cheat, Sneak	Behavior Problem	Peer Rejection	Low Academic Achievement	Negative Attitude	Aggressive Behavior	Emotionally Flat	Shy; Withdrawn	Sad; Depressed	Anxious	Lonely	SRSS TOTAL	SRSS-I5 TOTAL	SRSS-IE TOTAL
Example: Smith, Sally	11111	0	0	0	3	1	3	3	3	2	2	2	3	0	13	9	22

0 = Never
1 = Occasionally
2 = Sometimes
3 = Frequently
Use the above scale to rate each item for each student.

Note. In the COVID-19 era (2020-2021 academic year): Indicate the type of instructional format for each student at the time of screening (e.g., in-person, remote, or hybrid). Indicated if the student was a regular attender (relative to the district process for evaluating attendance). These additional columns have been added to the SRSS-IE screening template.