The Garrett Lee Smith (GLS) Suicide Prevention National Outcomes Evaluation is supported through contract no. HHSS2832012000071/HHSS28342002T (reference no. 282-12-0702) awarded to ICF International by the Center for Mental Health Services (CMHS), Substance Abuse and Mental Health Services Administration (SAMHSA), US Department of Health and Human Services (HHS).

GARRETT LEE SMITH (GLS) DATA COLLECTION INSTRUMENTS & SUBMISSION PROCESSES FOR CAMPUS GRANTEES

Jessica Wolff, MPH
Erin Maher, MPH
Brandee Hicks, MPH
Megan Brooks, MA

December 10, 2015
WEBINAR VIDEO AND HANDOUTS

• Today’s Webinar is being recorded
• The slides were e-mailed to you prior to the webinar
  • If you did not receive the message, check your spam e-mail folder
• The video will be made available on the Suicide Prevention Resource Center website and the Suicide Prevention Data Center (SPDC)
NEED ASSISTANCE?

• For technical support
  • Contact us via the Q & A or chat pod
  • E-mail William.Moore@icfi.com
ON TODAY’S AGENDA

• GLS National Outcomes Evaluation Design
• Prevention Strategies Inventory (PSI)
• Training Activity Summary Page (TASP)
• Student Behavioral Health Form (SBHF)
CORE AND ENHANCED STUDIES

- Continuity of Care Study
- Suicide Safer Environment Study
- Training Study

IMPACT, OUTCOME, & IMPLEMENTATION ANALYSIS

- Study core analysis
- Enhanced study analysis
- Program level analysis

Cross-core, technical assistance, evaluation needs assessment

• Expert Panel
• Subcontractors
PREVENTION STRATEGIES
PREVENTION STRATEGIES INVENTORY (PSI) TOPICS TO BE COVERED

- PSI Overview
  - PSI Content
  - Timeline
  - Data Entry
  - Data Submission
- PSI Demonstration on the SPDC
- Tools to support PSI Data Collection and Reporting
PSI OVERVIEW

Purpose

Prevention Strategies Description

• An inventory of all prevention strategies and products that are a part of grantee GLS funded program

Expenditures

• Total amount of GLS funds (including in-kind) expended to date and the percent of funds expended to date for each strategy type
### PSI OVERVIEW

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is responsible for data collection for the PSI?</td>
<td>Grantee Program Staff</td>
</tr>
<tr>
<td>How is the PSI administered/entered?</td>
<td>Web-based form entered into SPDC</td>
</tr>
<tr>
<td>When will the PSI be administered?</td>
<td>Once per quarter, throughout the grant period</td>
</tr>
<tr>
<td>When will the PSI begin?</td>
<td>January 2016</td>
</tr>
</tbody>
</table>
Prevention Strategies Inventory - Campus

Suicide Prevention Program Strategies

What types of suicide prevention strategies are being implemented under your GLS program? Select all that apply.

Quick Links

1. Outreach and Awareness
2. Gatekeeper Training
3. Assessment and Referral Training for Mental Health Professionals and Hotline Staff
4. Lifeskills and Wellness Activities
5. Screening Programs
6. Hotlines and Helplines
7. Means Restriction
8. Policies and Protocols for Intervention and Postvention
9. Coalitions and Partnerships
10. Other Suicide Prevention Strategies
STRATEGY FOLLOW-UP QUESTIONS

What is the name of the activity/event?

Type of product: (print materials, billboards, radio, awareness product, etc.)

Please indicate the type of training: (QPR, ASIST, Kognito, etc.)

Does this strategy target the entire campus community or general population? (Yes/No)

Does this product place emphasis on any of these current priority populations? (select all that apply)
PSI PART TWO: BUDGET EXPENDITURE INFORMATION

Prevention Strategies Inventory - Campus

Budget

To save any new information you have entered on this page, please click on the "Save Budget" button at the bottom of the page.

How much of your GLS budget (including any matching funds) have you spent to date? Specify dollar amount:

$ ____________

Please estimate the percentage of your total budget expended to date on the following prevention strategies.

1. Outreach and Awareness

1.1. Public Awareness Campaigns
PSI TIMELINE

- PSI entries are updated on a **quarterly basis**
- The PSI opens the second Monday following the end of the quarter and remains open for **15 business days**
- Upcoming PSI Administration Dates:
  - January 11 through January 29\textsuperscript{th}
PSI DATA ENTRY

- PSI respondents (one per grantee) are emailed a PSI password in order to access the instrument on the SPDC
- Grantees update and add to currently entered PSI strategy and budget expenditure information to reflect changes that occurred during the previous quarter
PSI DATA SUBMISSION

• Deadline: 8 PM Eastern Time on the final administration day
• Don’t forget to final submit!
PSI DEMONSTRATION ON THE SPDC
TOOLS TO SUPPORT PSI DATA COLLECTION AND REPORTING

- PSI Tip Sheet and Strategy Definitions
- PSI Data Sharing Report
- PSI Summary Report
PSI MANUAL, STRATEGY DEFINITIONS AND TIP SHEET
TIPS AND REMINDERS

- Prevention strategies should be included once they are beyond the planning phase
- Examples of information that should not be included: holding or attending meetings, attending a SAMHSA, ICF, or SPRC webinar, monthly team calls, hiring grant staff
TIPS AND REMINDERS

• The PSI is cumulative! You should not delete strategies that have been completed.

• If an activity existed prior to your GLS grant, and GLS funds will continue to support the activity, then it can be reported in the PSI.

• Strategies that are implemented using both GLS funds, matched funds, and a combination of GLS and matched funds should be reported on the PSI.

• If you have implemented a certain strategy type, but have not spent any of the budget in that area, just enter 0%.
TIPS AND REMINDERS

• To report both the amount of GLS funds and matched funds spent from the beginning of the grant through the end of the reporting quarter

• You can still submit your PSI even if 75-80% of your budget has not been accounted for

• You cannot report a percentage of dollars spent in an area where you have not implemented a strategy
PSI DATA SHARING REPORT & PSI SUMMARY REPORT
PSI NEXT STEPS

• Review the PSI Manual and Tip Sheet

• Log in to the PSI using your password (beginning 1/11)

• Enter strategies and budget information from Q1 (October-December 2015)

• Final submit your PSI by January 29th at 8 PM

• If you determine, after reviewing the materials, that you do not have any data to enter OR if you cannot complete by January 29th, contact PSI Data Collection Liaison or the Campus TAL as soon as possible
PSI CONTACT INFORMATION

For help with the PSI you may:

• Email your questions to Gls-psi@icfi.com

• Call Erin Maher, the PSI Data Collection Liaison at (617) 250-4289
TRAINING
TRAINING ACTIVITY SUMMARY PAGE (TASP) TOPICS TO BE COVERED

- TASP Purpose & Overview
- Logistics
- TASP Demonstration on the SPDC
- Tools to support TASP Data Collection and Reporting
- Next Steps
WHAT IS THE TASP?

- *Training Activity Summary Page (TASP)*
  - Collects summary information about training events sponsored by GLS campus grantees
PURPOSE OF THE TASP

To Collect Aggregate Data

- Date of Training
- # of Attendees < 18 Years Old
- WD2 Indicator
- Type of Training
- Intended Outcome
- Role of Participants
TASP Overview

WHO: Grantee Staff

WHEN: Begin Collection Training

WHEN: Within 2 weeks

HOW: Submitted via SPDC
FILLING OUT THE TASP

- Print off the TASP form from the SPDC
- Write in the training date, training ID
- Answer all the questions based on the training class
TRAINING ID

- Training ID is a unique 6 digit ID number
- First 3 digits are your site ID numbers, which are provided by your TAL
- Final three digits are assigned by you, the grantee.
- Last 3 numbers should be numbers that help you remember the order of your trainings
TRAINING ID EXAMPLE

• Grantee X Site ID: 123
• Training ID: 123???
  ▪ Last 3 digits can be training type and/or chronological order of trainings
• Training types:
  ▪ ASIST = 1
  ▪ QPR = 2
  ▪ SOS = 3
• 123201 = Grantee X had a QPR training and it was their first training
ENTERING TASP INTO THE SPDC

1. Manually enter TASP for one training at a time.
ENTERING TASP INTO THE SPDC

2. Upload excel spreadsheet for the TASP data for several trainings at once.
   - Template available on SPDC

<table>
<thead>
<tr>
<th>txsdate</th>
<th>txsid</th>
<th>txsnum</th>
<th>trac wd2</th>
<th>trac</th>
<th>txsnum_under 18</th>
<th>txsnum us</th>
<th>txsnum gs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Day/Year</td>
<td>Training ID. A 6-digit number with the first 3 digits representing Site ID (or another previously-assigned 3-digit code).</td>
<td>Number of Trainees who attended the training</td>
<td>Number of trainees in WD2 category</td>
<td>Number of trainees in category</td>
<td>Number of Trainees under 18 years of age who attended the training</td>
<td>Number of undergraduates attending training</td>
<td>Number of graduate students attending training</td>
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<tr>
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TASP DEMONSTRATION IN SPDC
ONLINE TRAININGS DATA COLLECTION

Option 1

• Online training program is at a specific location and time

Data Collection Method

• Grantee can fill out the TASP in-person while participants are completing the training; then grantee can enter TASP into SPDC
ONLINE TRAININGS DATA COLLECTION

Option 2

• Online training program completed by user at anytime on any computer

Data collection method

• The company that hosts online program supplies grantee data summary report of all users; monthly or quarterly

• Grantee fills out TASP quarterly and enters it into the SPDC manually or upload via the spreadsheet
TASP REPORTS AND RESOURCES

- Grantee Summary Reports
- Response Monitoring Table
- Technical Assistance Liaison
- Training Tracking Spreadsheet
## TRAINING TRACKING TOOL

<table>
<thead>
<tr>
<th>Date training scheduled</th>
<th>Number of youth</th>
<th>Date of Training: (Month/Day/Year)</th>
<th>Training ID: (Assigned Site ID+3 digit #)</th>
<th>TASP Info rec'd/entered (Yes or No)</th>
<th>TUP-S Consent to Contact Form rec'd (# of forms)</th>
<th>TUP-S Consent to Contact Form Sent to ICF Macro (enter date)</th>
<th>Total number of Trainees who attended the training: Number of trainees in WD2- the number of people in the mental health and related workforce trained in mental health-related practices/activities</th>
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</table>
USING TASP DATA

- Grantees will be able to use data for
  - community presentations
  - local evaluation efforts
  - possible program modifications
  - and more!
Commonly Asked Questions

What should we do if there is more than one intended outcome for the training?

What if I have more than 100 trainings?

Should booster trainings be considered “other” under “the type of training” section?
TASP CONTACT INFORMATION

For help with the TASP you may:

• Email your questions to Gls-tasp@icfi.com

• Call Brandee Hicks, the TASP Data Collection Liaison at 404-592-2198
QUESTIONS?
SUICIDE SAFER ENVIRONMENT
STUDENT BEHAVIORAL HEALTH FORM (SBHF)

• Annual campus data collection about behavioral health services, screenings, suicide attempts and completions

• Pending OMB approval
STUDENT BEHAVIORAL HEALTH FORM (SBHF): RESOURCES

“Preparing for Upcoming Data Collection” worksheet and questions to consider

**WHO** has this data? (e.g. counseling center, Dean of Students, public safety)

**WHAT** form is the data? (e.g. Electronic Health records, excel spreadsheet)
### STUDENT BEHAVIORAL HEALTH FORM (SBHF): RESOURCES

#### “Gathering Data from Years Prior to the Grant” template

<table>
<thead>
<tr>
<th>Total number of unduplicated students receiving behavioral health services (e.g., mental health or substance use) from the counseling center or other campus location</th>
<th>Questions to consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>20+</td>
<td>20+</td>
</tr>
</tbody>
</table>

- Does your campus currently have a system for collecting behavioral health services?
- What is the source(s) of this information? (e.g., electronic health system, excel tracking sheet, individual case records)
- Is this information currently available or does it need to be compiled from multiple sources?
- Is the information available for all four years prior to the grant?
- Is this information currently available as an unduplicated count (number of students, not the number of services)

<table>
<thead>
<tr>
<th>Of the students receiving on-campus behavioral health services, how many students are referred from the following sources?</th>
<th>Questions to consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-referred</td>
<td></td>
</tr>
<tr>
<td>Peer</td>
<td></td>
</tr>
<tr>
<td>Campus health services</td>
<td></td>
</tr>
<tr>
<td>Other faculty or staff</td>
<td></td>
</tr>
<tr>
<td>Parent or family member</td>
<td></td>
</tr>
</tbody>
</table>

- What/who is the source(s) of this information?
- Does each student have one identified referral source?
- If this information is not currently available, what is the strategy for gathering it moving forward?
For help with the SBHF you may:

- Email your questions to Gls-sbhf@icfi.com
- Call the SBHF Data Collection Lead:
  Jessie Rouder at 646-695-8138 (returning in late February)
  Megan Brooks at 651-330-6085 (interim lead through February)
QUESTIONS?
# DATA COLLECTION LIAISON CONTACTS

<table>
<thead>
<tr>
<th>NOE Instrument</th>
<th>Data Collection Liaisons (DCLs)</th>
</tr>
</thead>
</table>
| Prevention Strategies Inventory (PSI)                | Erin Maher  
Gls-psi@icfi.com  
617-250-4289 (*Eastern Time Zone*)                                                             |
| Training Activity Summary Page (TASP)                | Brandee Hicks  
Gls-tasp@icfi.com  
404-592-2198 (*Eastern Time Zone*)                                                              |
| Student Behavioral Health Form (SBHF)                | Jessie Rouder * (returning in late February)  
Gls-sbhf@icfi.com  
646-695-8138 (*Eastern Time Zone*)                                                              |
|                                                     | Megan Brooks * (interim lead through February 2016)  
651-330-6085 (*Central Time Zone*)                                                               |
TECHNICAL ASSISTANCE LIAISON CONTACT

Campus TAL:

Jessica Wolff
404-592-2229 (Eastern Time Zone)
Jessica.Wolff@icfi.com

We're here to help!
WHAT’S NEXT?

• Prepare for IRB
• Review instrument manuals & resources
• Select PSI administrator
• Plan for TASP data collection
• Identify resources for SBHF
QUESTIONS?
Thank you in different languages