

## **Additional Privacy Policy Information:**

### **Who can access The SHAPE System and what is their role?**

Each SHAPE System user will create his or her own account, accessed by a unique login name and password selected by that individual. This ensures that users will be provided with information, surveys and reports appropriate to their role only.

SHAPE System users represent either a school district, "SHAPE System District Users," or an individual school "SHAPE System School Users." In addition, the Center for School Mental Health and our technology partner, 3C Institute, are SHAPE System Administrators. To read more about SHAPE System User and Administrator groups and their permissions click [here](#).

### **SHAPE System Users:**

**(1) SHAPE System District Users** – These users include district leaders, such as District Director of Student Supports, Superintendent and Assistant Superintendent, as well as anyone invited to contribute to the District SHAPE System process. District users can join the SHAPE System in two ways. First, they may choose to register their school district. They would then be a "District User," described in this section. Alternately, they could be invited to a specific school's account as a team member to that school, and they would then be a "School User," described in the next section.

Once District Users select "Register Your District," a private account and landing page is created for the district.

District Users can manage (add/edit/remove) team members. The SHAPE System will send invited users an e-mail and prompt them to create their own login information. It is voluntary for team members to accept the invitation and create an account for that district's SHAPE System page. If invitees accept the invitation to join the district account, they would then use the information provided in the e-mail to log on to the system.

District Users will be prompted to complete the School Mental Health (SMH) Profile. Completing the SMH Profile will provide District Users access to free resources, free custom reports, and SHAPE System data and reports for individual schools within their district (if schools have granted permission for district access).

District Users can view the SMH Profile and performance measure reports of the schools in their district IF those schools 1) are registered on the SHAPE System and 2) grant access to the district.

**(2) SHAPE System School Users** – These users include school-based personnel, who can be school- or community-employed, such as a school administrator, school or community-employed mental health professional, educator, as well as anyone invited to contribute to the School SHAPE System process.

Once School Users select "Register Your School," a private account and landing page is created for the School.

School Users can manage (add/edit/remove) team members. The SHAPE System will send invited users an e-mail and prompt them to create their own login information. It is voluntary for team members to accept the invitation and create an account for that school's SHAPE System page. If invitees accept the invitation to join the school account, they would then use the information provided in the e-mail to log on to the system.

School Users will be prompted to complete the School Mental Health (SMH) Profile. Completing the SMH Profile will provide School Users access to free resources and free custom reports.

School Users can grant access to their district, if their district is registered with the SHAPE System. This will provide the district with access to the school's SMH Profile and Quality and Sustainability surveys and reports (if completed).

### **SHAPE System Administrators:**

In addition to the SHAPE System User Groups, the [Center for School Mental Health](#) at the University of Maryland School of Medicine , and the [3C Institute](#) (technology partner), do not add data, but have full access to SHAPE System data. CSMH and 3C Institute have partnered to develop the SHAPE System secure portal, a mechanism for capturing census and performance data for school mental health systems nationwide.

Data are reported in aggregate and personally identifiable and user account information is never shared.

### **Center for School Mental Health**

The mission of the Center for School Mental Health is to strengthen policies and programs in school mental health, to improve learning, and promote success for America's youth. Learn more about the Center for School Mental Health by visiting <http://csmh.umaryland.edu/index.html>.

### **3C Institute**

3C Institute is a research and development company that creates evidence-based programs and web-based applications to promote health and well-being. 3C Institute is a leader in online training and dissemination in the fields of mental health and social behavioral sciences. They have extensive experience in creating and testing websites for dissemination of training, resource materials, and providing web-based evaluation services (e.g., data collection, tracking and reporting). Learn more about 3C Institute by visiting [3cisid.com](http://3cisid.com).

CSMH and 3C Institute have collaborated since 2012 to design online training and data collection systems that benefit school mental health professionals.

The following table displays all SHAPE System permission by Group:

	User Groups		Administrator Groups
	DISTRICT	SCHOOL	UMB and 3C
Create School or District Account	X	X	
View name/e-mail/title of District Users registered on SHAPE System	X	X	X
View name/e-mail/title of School Users registered on SHAPE System for schools in district (registered on SHAPE)	X (if school grants district access)	X	X
Add/Edit District SMH Profile	X		
View District SMH Profile	X		X
Add/Edit School SMH Profile		X	
View School SMH Profile	X (if school grants district access)	X	X
Add/Edit Resource Library			X
View Resource Library	X	X	X
Add/Edit District Quality and Sustainability Surveys	X		
View District Quality and Sustainability Reports	X		X
Add/Edit School Quality and Sustainability Surveys		X	
View School Quality and Sustainability Reports	X (if school grants district access)	X	X
View list of schools in district (registered on SHAPE)	X	n/a	X
View SMH Profile, Quality Report(s), and Sustainability Report(s) for schools in district (registered on SHAPE)	X (if schools grant permission)	n/a	X