



# How to Register a School

## Welcome!

Thank you for expressing an interest in registering your school with the SHAPE System! SHAPE is a free, secure, web-based platform designed just for school mental health systems.

To register, you must complete the School Mental Health Profile with your team. This establishes an account for your school mental health team, allowing you to:

- Be "counted" in the National School Mental Health Census.
- Self-assess your school mental health resources, staffing, and service array (using the School Mental Health Profile).
- Self-assess the quality and sustainability performance of your school mental health system.
- View and print free customized quality and sustainability reports with a team-based strategic planning guide.
- Obtain free school mental health tools and resources.
- Build your SHAPE team by inviting individual team members at your school to join your account. Your SHAPE team members can help complete your School Mental Health Profile, quality and/or sustainability performance measures, and view all custom reports.
- Achieve SHAPE recognition to increase opportunities for federal, state, and local grant funding.

## What is a Comprehensive School Mental Health System?

**A Comprehensive School Mental Health System (CSMHS) is defined as a school/district-community-family partnership that provides a continuum of evidence-based mental health services to support students, families, and the school community.** Your system includes any group of individuals working together to support the social, emotional, and behavioral well-being of students, their families, and schools.

## How Do I Get Started?

**Step 1. [Select your state, district, and school above to ADD YOUR SCHOOL to the SHAPE System.](#)**

This will establish your school's account, from which you can invite other team members to help you complete the School Mental Health Profile. Once that is complete, you can view a report of your School Mental Health Profile, access the resource library, and get started with the quality and sustainability self-assessments.

Check out [this graphic](#) that shows how each component of SHAPE your school completes is associated with a different SHAPE Star Recognition level.



## **Step 2. Identify your SHAPE team.**

Identify a team of people who can inform the SHAPE data. You may choose to create a new team or use an existing team. Broad and diverse participation is important for meaningful assessment and successful planning and implementation. You may wish to identify a SHAPE team leader to organize your registration and quality improvement process using SHAPE and to keep your team accountable and engaged. A SHAPE System leader should be an individual who has knowledge regarding the specific characteristics of the school and school mental health system, and who will be able to gather input from diverse School Mental Health System stakeholders. However, all team members who are invited to your school's SHAPE account have the same access privileges, so the leadership structure and team process you decide on for the SHAPE system is flexible.

Below are some key people you may want to invite to join the SHAPE team:

- Behavioral Specialist
- Case Manager/Care Coordinator
- Community Behavioral Health Worker
- Community Mental Health Supervisor/Director
- Cultural Liaison/Promotora
- Family Support Partner (Family Member)
- Nurse Practitioner
- Occupational Therapist
- Parent Liaison or Parent Engagement Coordinator
- Peer Mediator
- Physician (Pediatrician, Family, Medicine, etc.)
- Physician Assistant
- Professional Counselor
- Psychiatrist
- Psychologist
- School Administrator (e.g., Principal, Assistant Principal)
- School Counselor
- School District Leader
- School Guidance Counselor
- School Nurse
- School Physician
- School Psychologist
- School Resource Officer
- School Social Worker
- Speech/Language Therapist
- Social Worker
- State Department of Child Welfare Representative
- State Department of Education Representative
- State Department of Juvenile Justice Representative
- Substance Abuse Specialist
- Trainee (e.g., counseling, social work, psychology, psychiatry)
- Youth/Family Advocate



At a minimum, your team **SHOULD** include at least one representative from each of the following groups:

- School District Leader\*
- School Administrator (e.g., Principal, Vice Principal, etc.)
- School-employed Mental Health Professional (e.g., school psychologist, school social worker)
- Community-employed Mental Health Professional (e.g., school-based, community behavioral health organization clinician)
- Youth/Family Advocate or Consumer

\*Involving District Leadership: Getting support from district leadership greatly improves the visibility and sustainability of your school's performance improvements. Also, district-level administrators may have the authority or can help obtain the permission to implement identified changes. You can involve your district leadership by allowing them to view your School Mental Health Profile data and performance reports on the SHAPE System. If your district is not registered, you could also add individual district leaders directly to your school's SHAPE System account.

### **Step 3. Prepare your SHAPE team.**

- Before you invite team members to SHAPE, you'll probably want to convene your team and explain the purpose of the SHAPE System. Use the resources, such as the "How to Register" tab on this website, to communicate information about SHAPE.
- Identify and communicate with individuals who will contribute to SHAPE data and ensure they understand 1) the importance of answering all questions as accurately as possible from their perspective; 2) results are intended to be used to support a quality improvement process; and 3) their involvement can make a great difference in the lives of your school's students.
- Emphasize to the SHAPE team that the purpose is not to find out whether your school is "passing" or "failing" or to compare your school with others. Rather, the purpose is to help the school identify the strengths and weaknesses of its school mental and behavioral health programs and services in order to develop a plan for improvement.

### **Step 4. Invite SHAPE team members to your school's account.**

You can add additional team members to the account. You will need their first and last name, e-mail address, and title. Then, the SHAPE System will send them an e-mail and prompt them to create their own login information. Team members who join your SHAPE account can:

- Invite/manage other team members.
- Add information to the School Mental Health Profile as needed.
- Add information to the quality and sustainability self-assessments as needed or add a new assessment. For instance, each team member can complete their OWN quality and sustainability self-assessments to offer their unique perspective on your school's progress in these areas. However, we **STRONGLY RECOMMEND** your team meet about the performance measures and select one team member, or the SHAPE System leader, to enter these data on the team's behalf. The team-based nature of the self-assessments is intended to support team communication and collaboration around prioritizing and advancing various aspects of your school's quality and sustainability based on national performance indicators.



- Access reports and resources related to improving your school mental health system quality and sustainability.

### **Step 5. [Complete the School Mental Health Profile as a team.](#)**

No one person will be able to complete the SHAPE registration without the input of others. This should be a team process.

1. Convene your SHAPE team to review and complete the data requested. You can do this by adding team members to your SHAPE account, where they can view the School Mental Health Profile questions and help submit and/or enter answers.
2. PRINT the entire SHAPE System School Mental Health Profile to view the data that's requested in the National School Mental Health Census.
3. Identify data sources and/or work together within the team to accurately determine how to secure data and whether data sources are unavailable.
4. Divide sections of the registration information by content area as necessary among team members who have knowledge of and access to relevant data.
5. Once all data are entered, your School Mental Health Profile report is available on your school's account to view and/or print.

### **Step 6. [Complete the quality and sustainability self-assessments as a team.](#)**

Just like the team members, the SHAPE System leader can also complete the quality and sustainability self-assessments on behalf of their school. Note that these can be completed individually or as a team. For instance, if your school chooses, these self-assessments can be discussed and completed among the school mental health team and entered for the school by the SHAPE System leader. (There is a place on each assessment to indicate who contributed information.) Once the data are entered, the SHAPE System will provide you with reports for each assessment based on your answers, with a customized selection of resources and guidance to support your quality improvement efforts. All self-assessments and reports can be printed or saved as PDF documents.

- [School Quality Performance Indicators](#)
- [School Sustainability Performance Indicators](#)

### **Step 7. [Use customized reports and resources to advance your improvement goals.](#)**

Once you have completed your School Mental Health Profile and your quality and/or sustainability self-assessments, anyone on your team can utilize the customized reports, free resources, and/or Strategic Planning Guide to advance your improvement goals. View sample quality and sustainability reports here:

- [Sample School Quality Report](#)
- [Sample School Sustainability Report](#)

Examples of how to use reports and resources include:

- Send your School Mental Health Profile report to stakeholders to share the structure, staffing, and services of your CSMHS.
- Use your customized reports to assess and reassess services, supports, and improvement priorities within your CSMHS.
- Use the assessment and/or reporting process in SHAPE as a mechanism to convene your multidisciplinary school team and collaborate on goal setting and quality improvement activities.
- View resource library materials for the performance areas you are most interested in working on as a team. Get ideas about action steps to move your work forward and review resources at your own pace.