

2023-2025 – Enhancing Mental Health Services for Students: Comprehensive School Mental Health Coaching and Supports Project

APPLICATIONS ARE ONLY ACCEPTED THROUGH THE ELECTRONIC QUALTRICS SYSTEM

[Application Link](#)

CONTACT INFORMATION

Instructions: Interested applicants should complete this application in consultation with an existing school leadership and/or student support team by Monday, May 15 at 11:59 pm. The application asks questions about your school’s demographics, community connections, and mental health systems. Please answer all questions in as much detail as possible.

The Rutgers-Center for Comprehensive School Mental Health (CCSMH) Team and the New Jersey Department of Education (NJDOE) will use the information provided to determine eligibility for participation. Applicants will receive an email regarding acceptance into the program in June 2023. If you have any questions about the application, please contact Kristy Ritvalsky at kmr359@shp.rutgers.edu

County	
Official Name of District	
Official Name of School	
District Code	
School Code	
Person Completing the Application	Name: Email: Role:
List any additional staff (name and email address) you would like to receive application	

information and updates.	
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Section A: SCHOOL DEMOGRAPHIC INFORMATION

Grade Level of School (e.g., K-5, 6-8, 9- 12)	
Total Number of Staff	
Total Number of Teachers	

1. Out of School Suspensions for the 2022-23 school year.

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2. Have you seen an increase in Office Discipline Referrals for the 2022-2023 school year compared to the 2021-22 school year?

Yes/ No question

Section B: OTHER PROGRAMS & EFFORTS

1. Is your school currently identified by the NJDOE as eligible for Comprehensive or Targeted supports?

Multiple choice question – A. No, not in status. B. Yes, we are a comprehensive school. C. Yes, we are a targeted school.

2. Are any of the goals in your Annual School Plan related to mental health?

Yes/No question

3. If yes, please share your goal(s).

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4. Provide a list of NJ DOE sponsored projects, efforts, or technical assistance that your school will receive or participate in during the 2023-2024 school year.

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5. Provide a summary of other training or consultation services, efforts, partnerships, grants, etc. that your school will be engaged in during the 2023-2024 school year that are related to behavior, social, or emotional wellness interventions.

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6. Does your school have a team in place to oversee school mental health programming? If yes, please provide a brief description of the composition and function of the team.

Yes/No question

7. Does your school have any existing community-based mental health partnerships? If yes, please list the names of these organizations and the services provided.

Yes/No question

8. Are you willing and able to designate 3-4 staff members to participate in the Comprehensive School Mental Health training throughout the project ([please reference principal handout](#))? A requirement for participation is the designation of 3-4 FTE personnel who can serve as core members of the Comprehensive School Mental Health (CSMH) Team. CSMH Team members will need roughly 2-4 hours per month of flexible time for team meetings, professional development, and coaching activities.

Multiple Choice: A. Yes B. No C. Other, please explain

9. Are you willing and able to designate 1-2 School Mental Health (SMH) Leads responsible for attending all training events and leading the CSMH team? SMH Leads will need roughly 6-8 hours per month of flexible time for team meetings, professional development, and coaching activities. Please include name(s), title(s), and email address(es).

10. Briefly describe your Tier I or universally available supports (e.g., youth court, restorative circles, morning meetings, SEL curriculum, universal screeners, etc.).

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11. Briefly describe your Tier II or small group supports or Tier III or individualized supports (e.g., youth led groups, Check-in/Check-out, problem solving circles, restorative chats, individual counseling, wrap-around services, etc.).

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12. What are you hoping to gain from participating in the Comprehensive School Mental Health Coaching and Supports Project?

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13. Why should we select your school to participate in the Comprehensive School Mental Health Coaching and Supports Project?

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Section C: ADMINISTRATOR COMMITMENTS

I understand that the goal of participating in the Comprehensive School Mental Health (CSMH) Coaching and Supports Project is to create systems-wide capacity building and intervention implementation, and that to accomplish this, the following commitments are needed to support training and planning activities:

1. Attend ALL administrative information sessions, as well as project orientation and closing activities.
2. Assemble a team of 4-6 people, using the criteria provided by CSMH Services and Supports Initiative, who will comprise the CSMH team and participate in the training and planning activities to lead the school-based implementation effort.
3. Provide up to 3-4 days of release time per year for assigned CSMH Team members to participate in offsite training and activities.
4. Provide up to 3-4 days of release time per school year for assigned SMH Lead member(s) to participate in offsite training and activities.
5. Provide SMH Leads with 6-8 hours per month of flexible time in addition to time for team meetings and professional development activities to fulfill their role.
6. Support the alignment of academic, behavior, and social and emotional wellness committees' efforts and interventions.
7. Provide the CSMH team with needed support and resources to make decisions and follow through on action items.
8. Support CSMH team members in following through on assignments and commitments outside of training and meeting time.
9. Provide SMH Team leaders and the CSMH Team with the needed support to engage parent, staff, and student stakeholders in the decision-making process.

10. Establish an expectation for all staff to consistently implement CSMH features and prevention practices.
11. Share data with Rutgers and NJDOE as requested (i.e., number of office or discipline referrals, number of suspensions, attendance rate, perceptions of progress) and any noted improvements.

We read the commitments and understand that our actions as administrators are critical to successful implementation and sustainability of a Comprehensive School Mental Health system.

Principal Signature and Date:

Chief School Administrator Signature or Designee Signature: