

Steps to Complete Universal Screening for Mental Health

Step	Date Completed	Completed by Whom
Step 1 (Winter) – Determine criteria for schools to participate in universal screening for mental health. Select schools to participate.		
Step 2 (Spring) – Complete resource map with each school.		
Step 3 (Spring) – Complete a gap analysis with each school.		
Step 4 (Spring) – Confirm that each school has adequate social/emotional/behavioral supports.		
Step 5 (Spring) – Consult with district legal consultant about whether to use active or passive parental consent		
Step 6 (Spring) – Draft parental consent form. Share with schools.		
Step 7 (Summer) – Complete universal screening action plan with each school.		
Step 8 (Start of the School Year) – Introduce school’s social/emotional learning (SEL) initiative to parents. Note that screening is part of the SEL initiative.		
Step 9 (At least 30 days before first screening date) – Train teachers on how to collect universal screening data. The process for data collection will vary based on respondent (e.g., student, parent, teacher).		
Step 10 (First Screen - Six weeks into the School Year) – Conduct the screening.		
Step 11 (Immediately after Screening) – Score screening forms.		
Step 12 (Within Two Weeks of Scoring) – Review school-, grade-, gender-, race-, and classroom-level data and make decisions about how to improve tier 1 supports.		
Step 13 (Within Two Weeks of Scoring) – Review student-level data and make decisions about how to provide tier 2 or 3 supports.		