

METRICS
MHSP GPRA Year 2 Guidance
Frequently Asked Questions

The purpose of this document is for the Mental Health Evaluation, Training, Research, and Innovation Center for Schools (METRICS) to provide Mental Health Service Professionals (MHSP) grantees with answers to questions related to collecting and reporting Government Performance and Results Act (GPRA) measures.

For further assistance with GPRA reporting, please contact your METRICS regional coach, the METRICS support email (support@metricscenter.org), or your Federal Program Officer (FPO).

Theme/Category	Question	Answer
MHSP GPRA 1 (Training)	If someone was counted in the GPRA 1B category last year while they were in training, but they have now completed that training, should they be moved to the GPRA 1A category? Or should they be duplicated?	Since this person has completed training in this year, they should remain in the GPRA 1B category.
MHSP GPRA 1 (Training)	Should students who are in our programs but did not receive financial aid from the grant be counted toward GPRA 1?	No, you only need to report on students who are funded by or working with the MHSP grant program.
MHSP GPRA 1 (Training)	Our MHSP program is only one year. Students start and complete their training within the same reporting period. How should they be counted?	These students could be counted under GPRA 1A and 1B in the same year. It is not duplicative to count trainees across two <i>different</i> GPRA's. It is only duplication when we would count them twice under the same GPRA.
MHSP GPRA 1 (Training)	Our Year 1 students are split – they started in year one but graduated in Year 2. Year 2 students started but won't graduate until year 3. I'm not sure how to do address this as it's confusing from a university calendar perspective.	Student status should be reported for the GPRA according to how far they have progressed by the end of the reporting period. See <i>Year 2 GPRA Reporting Guidance</i> for additional information.
MHSP GPRA 2 (Placement)	How would we classify a person who is still in training, but started their practicum placement? Our students often take their final courses while starting their first field placement.	That individual should have previously counted under GPRA 1B. Once they begin practicum, they should now be counted under GPRA 2A.
MHSP GPRA 2A (Placement)	If students start in Fall 2024 and begin placement in 2025, would I enter "0" for GPRA 2A?	GPRA 2A would be considered a "0" until you have students in placement during the period about which you are reporting. If the students don't start placement until 2025, then they would not be counted in 2A for the 2024 APR.

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MHSP GPRA 2B (Placement)	Would the same situation as the above for GPRA 2A count as well for GPRA 2B?	Yes.
MHSP GPRA 2B (Placement)	Does GPRA 2B have to be completed placement as well as graduated?	It is not necessary for someone to graduate for them to be counted under GPRA 2B. They need to have finished their practicum/internship requirements during this reporting period to be counted.
MHSP GPRA 3 (Hiring and Retention)	If an individual is considered retained after switching schools within the same LEA, would they then be counted in 3B?	Yes.
MHSP GPRA 3 (Hiring and Retention)	If someone who is not retained is then hired by a high-needs district a year later, do they get counted again as hired?	No, he would not be counted, because they were previously captured under GPRA 3A.
MHSP GPRA 3 (Hiring and Retention)	Do we need to be tracking if trainees are retained by the high-need LEA past that first year?	Graduates should be tracked through the time period established in the service obligation contract. But if they were counted under GPRA 3B previously, they will not be counted under that GPRA again.
MHSP GPRA 3 (Hiring and Retention)	Is a participant who is given a new title and job description considered a new hire?	No. Hired means a graduate student was employed by a high-needs school district to provide mental health services. As long as the employee was still providing school mental health services, they would not be considered a new hire.
MHSP GPRA 3 (Hiring and Retention)	If someone is hired by a high-needs district, does the district need to be directly associated with the MHSP project or just meet the high-needs definition to be counted for GPRA 3?	Yes, if you have a student involved in the MHSP program who is then hired by a high-needs LEA, then that would be counted. Participants do not have to be hired by the specific high-need LEA in which they interned.
MHSP GPRA 3 (Hiring and Retention)	For GPRA 3, is the main focus on hiring after training and graduation? If so, should these folks only be counted when they're hired after they finish training and graduate?	Yes, this is the correct interpretation.
MHSP GPRA 3 (Hiring and Retention)	When GPRA 3 asks about all hires within a district, does this include only hires funded through the grant or all hires?	This count is for all providers, not just ones provided/funded through the MHSP grant.
MHSP GPRA 3 (Hiring and Retention)	Would I classify someone as "hired" only after they complete their initial training, even if their training involves	Under GPRA 3, someone is hired when they have completed their training, whether that means they are fellows, employees, etc.

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	being hired to pay for their internship hours?	
MHSP GPRA 3 (Hiring and Retention)	If a student is hired in a high-need LEA but that LEA is not one of our partners, should we report that combined with the overall hires? Or should we report that in the explanation of progress?	Students do not need to be hired in a partner high-need LEA to count as a hire. As long as they meet the NIA definition of a high-need LEA, the hire will be considered as counted.
Definitions	What is the difference between “in training” and “placement”?	<p>Trained: Trained by the grantee under the project to provide school-based mental health services in high-need LEAs.</p> <p>Placed: Placed in a practicum or internship by the grantee in high-need LEAs to provide school-based mental health services.</p>
Definitions	The definition of “high-need” has changed in the 2024 applications as compared to 2022. We go with the older/prior version?	Since you are reporting for a 2022 grant, you will use the definition from the 2022 Notice Inviting Applications (NIA).
Excel Tool	Are there any issues with confidentiality in reporting the names of students?	You are not required to send identifiable information collected when you use the Excel tool. You will own the Excel guidance tool and save it in the same way you store all other grant-related information. The tool is just to keep with your records.
Administrative	If a full-time employee is only partially grant funded, is their FTE reported as 1.0 or correlated to their grant funding?	You can report that employee as 1.0 FTE. Their FTE does not have to be specific to their funding.
Administrative	What is the maximum number of pages allowed for the executive summary?	There is not a specific word count. If you require more space, you can submit additional information to your FPO.
Administrative - MHSP	In Section A, how should we notate GPRA measures that we are not expecting to accomplish yet in the given reporting cycle?	<p>For this GPRA, you can categorize your data thus:</p> <p>GPRA 1A: the number of trainees who completed training required to received their intended degree in a school-based mental health program. Do not count a trainee under GPRA 1A if they still have some aspects of their training to complete.</p> <p>GPRA 1B: The number of trainees who were in training during the reporting period (i.e., taking the required coursework, credit hours, or internship/practicum to receive a</p>

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		degree in a school-based mental health program). These individuals have not yet completed their training. This guidance is also outlined in the guidance document that will be included with the webinar materials.
Other	Do hiring LEAs have to be low-income LEAs to count in the GPRA (e.g., districts that would qualify as a grant LEA)?	The LEA must be considered high-need as defined in the NIA for this program.