

METRICS
SBMH 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 School-Based Mental Health (SBMH) services grantees with answers to questions related to collecting and reporting Government Performance and Results Act (GPRA) measures. It serves as a companion document to the SBMH Guidance – Year 2 GPRA Reporting document. Additional information to support Year 2 GPRA reporting can also be found in this webinar video and Excel data tool.

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
SBMH GPRA 1	Should we count all providers toward GPRA 1 or only providers hired through grant funds?	The count for GPRA 1 should include providers hired using grant funds, and/or through activities or incentives implemented using grant or matching funds.
SBMH GPRA 1	Should we report on new staff using the date they are hired, or the date they began working?	You can report it either way as long as you are consistent across grant years in your reports regarding the date you use to count providers hired.
SBMH GPRA 1	If the same position has been vacated (the person in that position has left), and within the same year we have rehired for that position, does the employee who refilled that position count as a new hire?	Yes, the person you hired to fill this position would count toward GPRA 1. The person who left the same position would be captured under GPRA 4 (Attrition).
SBMH GPRA 1	Should we reflect all full-time providers hired at each LEA, not just those who completed training/participated in our program that they hired?	Please count providers hired by the LEA as a result of the grant.
SBMH GPRA 1	Do we include interns if their stipend is part of the grant? Can we include interns' data for student services (GPRA 5)?	For number of providers, please only count the number of providers hired as a result of the grant, not interns who are paid stipends from the grant. However, any students to whom they provide services can be counted toward GPRA 5.
SBMH GPRA 1 and 2	Are GPRA 1 and 2 cumulative?	GPRA 1 and 2 are unduplicated and cumulative.
SBMH GPRA 2	Would I classify someone as a new hire if they were employed previously, but are only now hired and being paid through grant funding for the first time?	This person would be classified as retained due to grant funding, but not counted as a new hire under GPRA 1.

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SBMH GPRA 2	Should I classify someone as "previously retained" for Year 2 only if they were "retained" in Year 1? Similarly, should I classify someone as "previously retained" if they were "previously retained" in Year 1 and are still in their current role?	In both situations, you would classify that person in your Year 2 reporting as "previously retained".
SBMH GPRA 2	For Year 1, I was told to include all counselors, nurses, social workers, etc. under GPRA 2 as retained, since I did not have the chance to retain anyone in the first year. Should I do the same thing for Year 2 and beyond, or only include folks directly receiving grant funds?	For Year 2 and beyond, you should only be counting employees retained through grant or matching funds.
SBMH GPRA 3	Should I only be counting the number of students receiving school-based mental health services as part of this GPRA?	No. GPRA 3 should include the total number of students in participating demonstrated need LEAs. It should also include all school-based mental health providers in the participating LEA.
SBMH GPRA 3	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.
SBMH GPRA 3	When providing counselor to student ratios, do I separate by discipline (social work, counseling, etc.) or just provide a sum of everyone?	In your unsimplified ratio, please report on the sum of all providers to students. You can elaborate on the distinct disciplinary ratios in your explanation of progress for GPRA 3.
SBMH GPRA 4	Do you want just the mental health providers funded through the grant or all mental health providers in the LEA?	For this GPRA measure, please count the SMH providers hired through the grant.
SBMH GPRA 5	Can GPRA 5 counts be duplicated within a year? For example, if a student receives Tier 1 supports, along with a Tier 2 intervention, should they be counted twice?	No. The GPRA 5 count corresponds to the number of students that receive services, not the number of services provided. Thus, if a student received multiple services (e.g., at Tiers 1 and 2), they should only be counted toward GPRA 5 for that reporting period. Remember this is an annual number, and is unduplicated, so that each reporting year the number resets and students reported under GPRA 5 in Year 2 can be counted again in Year 3 for GPRA 5 if they received services that reporting year.

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SBMH GPRA 5	Is the total number of students for GPRA 5 for the entire life of the grant, or just this reporting period?	This is not cumulative. The raw number should reflect the total number of students in the reporting year.
Reporting and Forms	Are the mid-year report forms the same for this year as last year?	You will use the same form, but the updated version, with an expiration date of 2027. Your Federal Program Officers (FPOs) sent these to you recently; please reach out to them if you need a copy sent to you.
Reporting and Forms	What is the reporting timeline for this IPR?	You will report data on project activities and expenditures (drawdowns, expected carryover, and encumbrances) from January 1, 2024 to September 1, 2024
Reporting and Forms	If we are not reporting data, should target numbers be listed? Or will these be reported in the APR?	Grantees are not required to report target and actual performance numbers in the Section A tables for the IPR. However, grantees must include narratives in the Explanations of Progress that provide information about the status of each GPRA. Note that target and actual performance numbers must be reported in the APR.
Definitions	Does an “LEA” translate to an entire school district or a specific school site?	Typically, an LEA is a school district. However, charter schools or county educational governing bodies are sometimes considered LEAs by individual states.
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	On G5, is there a character limit for explanations of progress?	Yes, there may be a character limit for the explanations of progress in G5. If you find that you cannot include all of the information you would like for your Section A, you can email additional pages to your FPO.