

Year 1 GPRA Reporting 2022, 2023 Grantees Worksheet



This worksheet includes guidance for grantees completing Section A of the Annual Performance Report (APR) for the **Mental Health Service Professional Demonstration Grant Program** (MHSP). Our review of the APRs indicated that many grantees completed this section accurately, providing the requested information on each GPRA. Other grantees will likely need to make some small edits to ensure they are providing the intended information. Below, we provide straightforward guidance on completing Section A.

- **Red numbers** correspond to areas where information should be entered. Information or data should not be entered in any of the other areas within Section A.
- **Blue boxes** at the bottom of each page provide specific instructions for what information to fill in for each red number.
- Also, please be sure to include the GPRA descriptions in the “Performance Measure” column exactly as written in the example tables below.

Please contact METRICS staff at any time if you have questions about completing Section A of the APR. You can submit a request for assistance at <https://metricscenter.org/support>. Soon, METRICS staff will begin contacting grantees to review their APRs. Our hope is to schedule phone calls or virtual meetings with each grantee. During those meetings, METRICS staff and grantees will discuss each grantee’s progress, including any successes or challenges. We will also collaboratively determine whether there is any need for revisions to the APRs.

GPRA 1: Training

Collect the information needed to fill in numbers **(1)**, **(2)**, **(3)**, **(4)**, and **(5)** below.

| Performance Measure | Measure Type | Quantitative Data | | | | | |
|--|--------------|-------------------|-------------|-------------|-------------------------|-------------|-------------|
| | | Target | | | Actual Performance Data | | |
| | | Raw Number | Ratio | % | Raw Number | Ratio | % |
| The unduplicated, cumulative number of school-based mental health services providers trained by the grantee under the project to provide school-based mental health services in high-need LEAs. (ANNUAL) | GPRA | (1) | Leave Blank | Leave Blank | (2) | Leave Blank | Leave Blank |
| The unduplicated, cumulative number of school-based mental health services providers trained by the grantee under the project to provide school-based mental health services in high-need LEAs. (CURRENT ENROLLMENT) | GPRA | (3) | Leave Blank | Leave Blank | (4) | Leave Blank | Leave Blank |

(5) Explanation of Progress (Include Qualitative Data and Data Collection Information

Instructions:

- (1)** As stated in the proposal
- (2)** The cumulative number of students who **completed** the required training, course work, credit hours, and internship or practicum to receive a degree in a school-based mental health program. Given it is early in the project timeline for many grantees, we anticipate this number will be low and likely zero.
- (3)** As stated in the proposal
- (4)** The annual number of students who were **in training** during the reporting period (i.e., taking the required course work, credit hours, or internship or practicum to receive a degree in a school-based mental health program).
- (5)** Describe any successes or challenges in the training process, such as those related to the recruitment and retention of trainees. Also provide information on the nature of training being provided (e.g., first-year practicum experience).

GPRA 2: Placement

Collect the information needed to fill in numbers (6), (7), (8), (9), and (10) below.

| Performance Measure | Measure Type | Quantitative Data | | | | | |
|--|--------------|-------------------|-------------|-------------|-------------------------|-------------|-------------|
| | | Target | | | Actual Performance Data | | |
| | | Raw Number | Ratio | % | Raw Number | Ratio | % |
| The unduplicated, cumulative number of school-based mental health services providers placed in a practicum or internship by the grantee in high-need LEAs to provide school-based mental health services. (ANNUAL) | GPRA | (6) | Leave Blank | Leave Blank | (7) | Leave Blank | Leave Blank |
| The unduplicated, cumulative number of school-based mental health services providers placed in a practicum or internship by the grantee in high-need LEAs to provide school-based mental health services. (CURRENT ENROLLMENT) | GPRA | (8) | Leave Blank | Leave Blank | (9) | Leave Blank | Leave Blank |

(10) Explanation of Progress (Include Qualitative Data and Data Collection Information)

Instructions:

- (6) As stated in the proposal
- (7) The annual number of students who were **in placement** during the reporting period (i.e., participating in an internship or practicum, as applicable, to receive a degree in a school-based mental health program). Note that to be included in this count, a trainee did not need to complete the practicum experience. They just needed to be placed.
- (8) As stated in the proposal
- (9) The cumulative number of students who **completed their placement** needed to receive a degree in a school-based mental health program and graduated from the eligible IHE. Given it is early in the project timeline for many grantees, we anticipate this number will be low and likely zero.
- (10) Describe any successes or challenges in the practicum or internship process, such as those related to the recruitment and retention of practicum supervisors. Also provide information on the nature of the practicum and internship experiences (e.g., first-year students spend half a day per week in schools while second-year students spend two days per week).

GPRA 3: Hiring

Collect the information needed to fill in numbers **(11)**, **(12)**, **(13)**, **(14)**, and **(15)** below.

| Performance Measure | Measure Type | Quantitative Data | | | | | |
|---|--------------|-------------------|-------------|-------------|-------------------------|-------------|-------------|
| | | Target | | | Actual Performance Data | | |
| | | Raw Number | Ratio | % | Raw Number | Ratio | % |
| 3a. The unduplicated, cumulative number of school-based mental health services providers hired by high-need LEAs to provide school-based mental health services. (ANNUAL) | GPRA | (11) | Leave Blank | Leave Blank | (12) | Leave Blank | Leave Blank |
| 3b. The unduplicated, cumulative number of school-based mental health services providers hired by high-need LEAs to provide school-based mental health services. (CURRENT ENROLLMENT) | GPRA | (13) | Leave Blank | Leave Blank | (14) | Leave Blank | Leave Blank |

(15) Explanation of Progress (Include Qualitative Data and Data Collection Information)

Instructions:

- (11)** As stated in the proposal
- (12)** The number of trainees that were **hired** to work in a high-need LEA during the reporting period. Given it is early in the project timeline for many grantees, and thus many trainees are still in training, we anticipate this number will be low and likely zero.
- (13)** As stated in the proposal
- (14)** The number of trainees that were retained in their position from the previous reporting period. Because this is the first year of the project, **this number should be 0**, as there was no one to retain from a previous reporting period.
- (15)** Describe any successes or challenges in the hiring process. Also note that this GPRA is not yet relevant to your project given that all trainees were still in training during this reporting period.

GPRA 4: Diversity

Collect the information needed to fill in numbers (16), (17), and (18) below.

| Performance Measure | Measure Type | Quantitative Data | | | | | |
|--|--------------|-------------------|-------------|-------------|-------------------------|-------------|-------------|
| | | Target | | | Actual Performance Data | | |
| | | Raw Number | Ratio | % | Raw Number | Ratio | % |
| For grantees that addressed competitive preference priority 1, the number of such grantees that met their goal of increasing the diversity of school-based mental health services providers. | GPRA | (16) | Leave Blank | Leave Blank | (17) | Leave Blank | Leave Blank |

(18) Explanation of Progress (Include Qualitative Data and Data Collection Information)

Instructions:

- (16) Enter **999** for the raw target number. No specific numerical information is needed.
- (17) Enter **999** for the raw actual number. Again, no specific numerical information is needed.
- (18) Indicate whether you intended to address this performance measure (**Yes/No**). Also, specify whether you met your annual target goal for increasing the diversity of school-based mental health service providers in participating LEAs (**Yes/No**). Finally, please share how you defined diversity and provide information related to hired providers.