Year 2 MHSP GPRA Reporting
2022, 2023 Grantee Guidance

metrics

This resource includes guidance for grantees completing Section A of the Annual Performance Report (APR) for the **Mental Health Service Professional Demonstration Grant Program** (MHSP). The guidance below should look familiar to grantees who reviewed the Year 1 resource. With that said, there are some key differences that are meant to support Year 2 reporting. One notable addition is **examples** of how to calculate each GPRA using example MHSP program data. We hope these examples illustrate how GPRA values can be computed in the context of real-world program scenarios. Please review this document carefully.

- **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 if you have questions about completing Section A of the APR. You can also submit a request for assistance at https://metricscenter.org/support. Soon, METRICS staff will begin hosting virtual office hours that grantees can join to have their questions answered before submitting APRs. Best of luck in preparing your reports!

Definitions

Below are definitions of some key terms that we would like you to consider when preparing your APRs.

1. **Unduplicated**: GPRA 1, 2, and 3 counts should be unduplicated. Thus, if you counted a provider toward a GPRA in your Year 1 APR, they should not be counted toward that *same* GPRA in the Year 2 APR. We provide examples throughout this document to support you in calculating your GPRA numbers.

2. **Provider**: A *school-based mental health services provider* is a State-licensed or State-certified school counselor, school psychologist, school social worker, or other State-licensed or certified mental health professional qualified under State law to provide mental health services to children and adolescents. 87 FR 60137

3. **High-need LEA**: *High-need local educational agency (LEA)* means an LEA—

   (a) (1) For which at least 20 percent of the children served by the agency are children from low-income backgrounds;
   (2) That serves at least 10,000 children from low-income backgrounds;
   (3) That meets the eligibility requirements for funding under the Small, Rural School Achievement (SRSA) program under section 5211(b) of the ESEA; or
   (4) That meets the eligibility requirements for funding under the Rural and Low-Income School (RLIS) program under section 5221(b) of the ESEA;

   AND —

   (b) For which there is a high student to qualified mental health services provider ratio as compared to other LEAs statewide or nationally.

GPRA 1: 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.

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	%
1A. 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. (COMPLETED TRAINING)	GPRA	**(1)**	Leave Blank	Leave Blank	**(2)**	Leave Blank	Leave Blank
1B. 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. (IN TRAINING)	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) **GPRA 1A**: The number of trainees who **completed training** required to receive their intended degree in a school-based mental health program. This training can include coursework, credit hours, and practicum or internship.
   a. Do not count a trainee under GPRA 1A if they still have some aspects of their training to complete.
(3) As stated in the proposal
(4) **GPRA 1B**: The number of trainees 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).
   a. These individuals have not yet completed their training.
(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 1

Example Calculation

Below is an example of how to calculate Raw Numbers for the **GPRA 1A and 1B** Actual Performance Data. We begin by providing a list of MHSP Trainees across the first two years of this hypothetical MHSP program. We then list their training statuses for Years 1 and 2 of the program. Note that we provide Year 1 data for reference. You only need to report Year 2 data in this reporting period APR.

MHSP Trainees	Year 1	Year 2
Jane	Started Training	Returned & Completed Training
Alex	Started Training	Returned for Training but Didn't Complete
Jaquon		Started Training
Sherman		Started Training
Eliza		Started Training
GPRA 1A	0	1
GPRA 1B	2	3

*Note: Jane returned and completed her training in Year 2. Alex returned but did not complete his training. He has additional training to complete in the next reporting period.

Table Explanation

- **GPRA 1A**: Five trainees participated in Year 2. Only one of those trainees (i.e., Jane) completed their training this year. Thus, Year 2 GPRA 1A is equal to 1. Note that Jane was already counted toward GPRA 1B in Year 1. It is ok to count her toward GPRA 1A in Year 2, as GPRA 1A is separate from GPRA 1B. That is, it is not duplication to count her toward separate GPRAs in different years.

- **GPRA 1B**: Of the five trainees in Year 2, two were already counted toward GPRA 1B in Year 1 (i.e., Jane and Alex). Therefore, we do not count them toward GPRA 1B in Year 2. The three other trainees were new to the MHSP program (i.e., Jaquon, Sherman, and Eliza). These three have not yet been counted toward any GPRA 1 targets. Given they have begun but not completed their training, we count them toward GPRA 1B, which is equal to 3.

GPRA 2: 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.

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	%
2A. 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. (IN PLACEMENT)	GPRA	**(6)**	Leave Blank	Leave Blank	**(7)**	Leave Blank	Leave Blank
2B. 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. (COMPLETED ALL PLACEMENTS)	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)** **GPRA 2A**: The number of trainees who were **in placement** during the reporting period (i.e., participating in an internship or practicum, as applicable, to receive a degree).
>   a. A trainee did not need to complete the practicum experience to be included in this count; they just needed to be placed.
>   b. If a trainee was placed in practicum during the start of the reporting period and transitioned to internship by the end of the reporting period, that trainee is still only counted once under GPRA 2A. Similarly, if the trainee changed practicum or internship placements during this reporting period, they are only counted once toward GPRA 2A.
> **(8)** As stated in the proposal
> **(9)** **GPRA 2B**: The number of trainees who **completed all placements** needed to receive a degree in a school-based mental health program and graduate from the eligible IHE.
>   a. If a student completed their required practicum during this reporting period but still needs to complete an internship to receive their degree, they should not be counted toward GPRA 2B during this reporting period.
>   b. If a student completed their practicum during a previous reporting period and then completed their internship during this reporting period (thus ending all placement requirements), they can be counted toward GPRA 2B.
> **(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.

GPRA 2
Example Calculation

Below is an example of how to calculate Raw Numbers for the **GPRA 2A and 2B** Actual Performance Data. We begin by providing a list of MHSP Trainees across the first two years of this hypothetical MHSP program. We then list their practicum/internship statuses for Years 1 and 2 of the program.

MHSP Trainees	Year 1	Year 2
Amina	Started Placement	Returned & Completed Placement
Kai	Started Placement	Returned to Placement but Didn't Complete
Luca	Started Placement	Returned but Left Placement
Sofia		Started Placement
James		Started Placement
Nia		Started Placement
Ravi		Started Placement
GPRA 2A	3	4
GPRA 2B	0	1

Table Explanation

- **GPRA 2A**: Of the seven individuals in the MHSP program this year, three were already counted toward GPRA 2A in Year 1 (i.e., Amina, Kai, and Luca). We therefore cannot count them toward GPRA 2A in Year 2. The four other individuals were new to the MHSP program and began practicum/internship (i.e., Sofia, James, Nia, and Ravi). They have not yet been counted toward any GPRA 2 targets. Given they began but did not complete their practicum/internship, we count them toward GPRA 2A, which is equal to 4.

- **GPRA 2B**: In this example MHSP program, seven individuals participated in practicum/internship this year. Only one of those individuals (i.e., Amina) completed their placement. Thus, GPRA 2B is equal to 1. Note that Amina was already counted toward GPRA 2A in Year 1. It is ok to count her toward GPRA 2B in Year 2, as GPRA 2B is separate from GPRA 2A. It is not duplicative to count them toward separate GPRAs in different years.

GPRA 3: The unduplicated, cumulative number of school-based mental health services providers **<u>hired</u>** by high-need LEAs to provide school-based mental health services.

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. (HIRED)	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. (RETAINED FROM PREVIOUS REPORTING)	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)** **GPRA 3A**: The number of trainees **hired** to work in a high-need LEA during the reporting period.
>   a. If a trainee was hired but left the position before the end of the reporting period, they should still be counted under GPRA 3A.
> **(13)** As stated in the proposal
> **(14)** **GPRA 3B**: The number of trainees **retained** in their position from the previous reporting period.
>   a. If your Year 1 APR included a GPRA 3A count that was equal to or greater than 1, Year 2 GPRA 3B should be the number of those trainees that were retained in their position this reporting period. You can count any trainee that stayed in their position throughout this reporting period. You can also count trainees that left their initial position for a different position within the partnering organization (e.g., LEA).
>   b. If your Year 1 APR included a GPRA 3A count equal to zero, your GPRA 3B total this year should be zero.
> **(15)** Describe any successes or challenges in the hiring process. Also note if this GPRA is not yet relevant to your project if all trainees were still in training during this reporting period.

GPRA 3
Example Calculation

Below is an example of how to calculate Raw Numbers for the **GPRA 3A and 3B** Actual Performance Data. We begin by providing a list of MHSP Trainees across the first two years of this hypothetical MHSP program. We then list their hiring and retention statuses for Years 1 and 2 of the program.

MHSP Trainees	Year 1	Year 2
Carlos	Not Hired	Hired
Yasmin	Not Hired	Hired
Liu	Hired	Retained
David	Hired	Not Retained
Lisa	Hired	Retained
GPRA 3A	3	2
GPRA 3B	0	2

Table Explanation

- **GPRA 3A**: Liu, David, and Lisa were hired in Year 1, making Year 1 GPRA 3A equal to 3. Carlos and Yasmin were hired in Year 2, making Year 2 GPRA 3A equal to 2.

- **GPRA 3B**: Of the three trainees hired in Year 1, Liu and Lisa were retained in their positions. David left his position and, therefore, was not retained. This means that Year 2 GPRA 3 is equal to 2.