

## 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 School-Based Mental Health Services Grant Program (SBMH). 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: New Hires

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

Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
GPRA 1 (Hired) The <b>unduplicated, cumulative number</b> of new school-based mental health services providers <b>hired for each LEA with demonstrated</b> need as a result of the grant.	GPRA	<b>(1)</b>	Leave Blank	Leave Blank	<b>(2)</b>	Leave Blank	Leave Blank

**(3)** Explanation of Progress (Include Qualitative Data and Data Collection Information)

**Instructions:**

- (1)** As stated in the proposal.
- (2)** The number of **new** providers hired across all participating LEAs. This count should include providers hired through activities or incentives implemented using grant or matching funds.
- (3)** In the Explanation of Progress, list the number of providers hired using grant/matching funds in **each** participating LEA (e.g., LEA 1 = X hired). It would also help to list the full-time equivalency (FTE) of the hired providers. For instance, you could list the total number of providers hired at .50 FTE and the number at 1.00 FTE for each LEA. You could also describe any successes or challenges in hiring providers.

### GPRA 2: Retained

Collect the information needed to fill in numbers (4), (5), and (6) below.

Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
GPRA 2 (Retained) The <b>unduplicated, cumulative number</b> of school-based mental health services <b>providers retained</b> in LEAs with demonstrated need as a result of the grant.	GPRA	(4)	Leave Blank	Leave Blank	(5)	Leave Blank	Leave Blank

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

**Instructions:**

- (4) As stated in the proposal. All grantees should start with a baseline of the number of providers in the school year prior to the current reporting year. For Year 1, this number should reflect the number provided in your approved application.
- (5) As stated in the proposal.
- (6) In the Explanation of Progress, identify the activities that promoted retention.

### GPRA 3: Student/Provider Ratio

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

Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
GPRA 3 (Ratio) The <b>ratio of students</b> to school-based mental health services <b>providers</b> for <b>each LEA</b> with demonstrated need served by the grant, and the numbers of school-based mental health services providers and students used to calculate the ratio.	GPRA	Leave Blank	(7)	Leave Blank	Leave Blank	(8)	Leave Blank

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

**Instructions:**

- (7) As stated in the proposal.
- (8) Report the ratio of students to providers across all participating LEAs: student enrollment(A)/providers(B) = A/B. For example, if there are 3,249 students and 12 providers across the participating LEAs, the ratio would be 3,249/12.
- (9) In the Explanation of Progress, list the ratio of students to providers within **each** participating LEA (e.g., LEA 1 = XX/XX).

### GPRA 4: Attrition

Collect the information needed to fill in numbers **(10)**, **(11)**, and **(12)** below.

Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
GPRA 4 (Attrition) The <b>attrition rate</b> of school-based mental health providers for each LEA with a demonstrated need that is participating in the grant.	GPRA	<b>(10)</b>	Leave Blank	Leave Blank	<b>(11)</b>	Leave Blank	Leave Blank

**(12)** Explanation of Progress (Include Qualitative Data and Data Collection Information)

**Instructions:**

- (10)** As directed by ED, the target number for Year 1 is a baseline of 0.
- (11)** As directed by ED, the actual number for Year 1 is a baseline of 0.
- (12)** As directed by ED, the target and actual numbers for Year 1 are a baseline of 0.

### GPRA 5: Students Served

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

Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
GPRA 5 (Students Served) The <b>total number of students</b> who received school-based mental health <b>services</b> as a result of the grant.	GPRA	<b>(13)</b>	Leave Blank	Leave Blank	<b>(14)</b>	Leave Blank	Leave Blank

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

**Instructions:**

- (13)** As stated in the proposal.
- (14)** Report the number of students who received school-based mental health services within this reporting period as a result of the grant. These services could have been provided by a grant-funded provider. They could also be the result of grant-funded initiatives, such as the school-wide delivery of a social-emotional learning (SEL) curriculum purchased through the grant. Services have been defined in the proposal. The services can be to individuals or groups (Tiers 1-3).
- (15)** Describe what services were provided and how grant funds supported them.

### GPRA 6: 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	%
GPRA 6 (Increase Diversity) For grantees that addressed competitive preference, the <b>number</b> of such grantees that met their goal of <b>increasing the diversity</b> of school-based mental health services <b>providers</b> .	GPRA	<b>(16)</b>	Leave Blank	Leave Blank	<b>(17)</b>	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.