Facilitating Student Access to Pediatric Behavioral Health Urgent Care
Additional Guidance for Demographics/Services Provided

Q: How are you counting what services are provided?

A: Our goal is to capture whether and how the grant is supporting students by providing or referring to services that the student might not otherwise have received.

We are trying to capture this with five categories:
- **"Referrals"** defined as the number of students who were referred by your school partner for grant-supported services.
- **"Screened in"** defined as the number of students who were a subset of referred students and were determined to be eligible to receive services under the grant.
- **"Received services under the grant"** defined as the number of students who were in screened in and received services by grant-funded staff or from your CBHC.
- **"Recommended for other services"** defined as the number of students who were screened in and who were recommended for services from another provider, organization, or agency (other than your CBHC or from the grant-funded staff). These services can include behavioral health services, social services, or other kinds of support services.
- "**Screened out but received assistance**" is defined as the number of students who were not screened in but received some sort of assistance from grant-funded staff. This assistance could include, for example, providing a pamphlet for a service, assistance for a family member but not the student, or providing them with a website for more information about a service.

For example, let's say Student A was referred for services at the end of March, was screened in in March, received one service from the PBHUC clinician in April, and then was referred for two services at the CBHC that were delivered during April, May, and June. In this example, Student A would be counted under the number of students "referred" in March, counted under the number of students "screened in" in March, and then counted as "received services under the grant" once in April, once in May, and once in June.

Q: What if outpatient therapy was not provided by the PBHUC clinician, but was provided by our CBHC? How would you count that?

A: If the student was deemed eligible for service and the service was provided by your CBHC, this meets the definition of "received services under the grant" even if with the service was not provided by the PBHUC clinician. This is because with the student was connected with services through the PBHUC grant's screening process and with the CBHC providing the service. This student would be counted under the number of students "referred," "screened in", and once for every month that they received outpatient therapy under the "received services under the grant."

If the student was screened in and was referred for services at ANOTHER CBHC or by another provider or organization, they would be counted under "recommended for other services" because this is not being provided by your CBHC. Since there may not be a way to track when they received services at the

other CBHC and for how long, please count them once in the month they were recommended for other services.

If the student was not deemed eligible for the PBHUC program for whatever reason but were still referred to your CBHC, they would be counted under "screened out but received services." Ideally, you would be able to track when they received the services at your CBHC and would be able to count them in each month that they received that service. For example, if the student received a service at your CBHC in February and March, they would be counted once in February as a student who was "screened out but received services" and once in March as a student who was "screened out but received services."

Q: Sometimes it is hard to know when a student has received services after we make the recommendation or the student may access it more than once (for example, if we recommend that they get access to a food pantry). How should that be counted?

A: If you make a referral for services with your CBHC and there is a long waitlist, ideally, you would be able to track when they actually received that service and count them in that month. For example, if they were referred for outpatient at your CBHC in March but there was a waitlist of four weeks and they actually received the service in April, that student would be counted as "receiving services under the grant" in April.

But in many cases, it is hard to know when a student gets services at another CBCH, provider, or organization. For example, if they were recommended for a food pantry in April, but it is unclear when they actually went there and got services, they should be counted as "recommended for other services" in April.

Q: For students who identify as multiple races and also identify as Hispanic (for example, they identify as Black and Asian and Hispanic), how should they be counted in our overall demographic data (Tab 3) and the demographics of students who received services if they did received services (Tab 4).

A: For students who identify as multiple races but not as Hispanic, DESE has a category called "multi-race, non-Hispanic." However, for students who identify as multiple races but are Hispanic, it is slightly more complicated. DESE counts race and ethnicity separately, so each student would be counted in the race categories that they identify with and then in the Hispanic or not Hispanic categories. For students who identify as multiple races and Hispanic, they would be counted in each race category and then as Hispanic. For example, if a student identifies as Black and Asian and Hispanic, they would be counted once in the Black category, once in the Asian category, and then once in the Hispanic category. This means that some students may be double counted if they are multiple races and Hispanic and that the total for the number of students in the race categories may exceed the overall enrollment. **However, for all other categories the total number of students in each demographic designation should equal the number of overall student enrollment.**

Q: If I know how many students identify as a certain category, is it safe to assume that the rest are not that category? For example, if the school told me how many students identified as Hispanic, is it safe to assume the rest are non-Hispanic? Or would they be considered "not specified?"

A: Yes and no. For certain categories like ethnicity and income, there are only two options (unless a student did not specify by not answering that question). Either the student identifies as Hispanic or not Hispanic or the student is low-income or not low-income. If you know the number of Hispanic students and every student answered the question, you can subtract that number from the overall enrollment to calculate the number of non-Hispanic students.

For race, as mentioned above, the race category is slightly more complicated since students can be counted multiple times if they identify as multiple races and Hispanic.

For gender and English Language, there are other categories that may not be covered in the designations that DESE uses. For example, for the English Language categories, DESE uses the designations of "First Language not English" or "English Learners." Students who would not fit into either of those categories could be native English speakers or could be non-verbal or could be formerly English Learners. Therefore, for these two categories (gender and English Language), please count everyone else as "not specified."

Q: What is the distinction between "First Language not English" and "English Learner?"

A: DESE defines those as the following:

- **First Language not English**: Students whose first language is a language other than English.
- **English Learners**: Students whose first language is a language other than English and who are unable to perform ordinary classroom work in English.

The key difference is whether the student can perform ordinary classroom work in English.

Q: In Tab 3, are you looking for the overall demographics of the district or our specified school partners?

A: In Tab 3 "Overall Demographics," we are looking for the demographics for your identified school partners, not for the whole district. Please work with your school partners to collect the data for their schools.