DHCS

State of California—Health and Human Services Agency
Department of Health Care Services

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SBHIP Needs Assessment Response Guidelines

Evaluation Criteria

DHCS will use the following evaluation parameters to determine the adequacy of the respective SBHIP Needs Assessment submission responses, including all elements of the Assessment Package, and points awarded:

- Most narrative evaluation statements are worth one (1) point.
- Assessment package deliverables with omitted requested information will receive a score of zero (0) for that specific item.
- No partial credit will be given for any response. Individual responses within the assessment package deliverable must include specific answers for each LEA partner. As an example, if the Medi-Cal MCP partnered with four (4) LEAs but only provided assessment package responses for three (3) of those LEAs, zero (0) points will be awarded for that response.

There are a total of 35 points available for the Assessment Package deliverable. If the Assessment Package receives an initial score below 80%, DHCS will contact the Medi-Cal MCP and provide an opportunity to revise and resubmit the deliverable within an appropriately established timeframe. SBHIP assessment packages that receive a final score below 80% will not receive full funding for this deliverable.

Needs Assessment Response Guidelines

Needs Assessment responses should be clear, detailed, and help DHCS to understand:

- How the MCP assessed the student behavioral health needs and what gaps exist between current conditions and desired goals.
- How the MCP intends to align behavioral health strategies with student behavioral health needs so resources are targeted efficiently.
- The MCP's foundation for selecting specific targeted interventions for each selected LEA.

When applicable, please include the data sources used and how those data sources helped determine the need. For each question, **please include individual responses for each participating LEA.** For data sources collected earlier than 2020, please include confirmation that the MCP attempted to identify more recent data and a rationale for why the MCP could not find more recent data.

The *Needs Assessment Evaluation Guidelines* are additional guidance and examples **to consider** when responding to the open-ended questions in the Needs Assessment. The Needs Assessment will be evaluated in accordance with the evaluation criteria noted in the "SBHIP Overview and Requirements" document.[1] MCPs **are not required** to follow the guidance and examples to receive points on the Needs Assessment.

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[1] Needs Assessment scoring criteria can be found on the SBHIP website in the "SBHIP Overview and Requirements" document (https://www.dhcs.ca.gov/services/Pages/studentbehavioralheathincentiveprogram.aspx).

Needs Assessment Question or Field	Guidelines to Consider / Examples

Needs Assessment Component 3: *LEA Partner Selection*
 	
5. DHCS provided criteria to guide the selection of LEA partners for SBHIP. As a component of this assessment, please identify, clearly and in detail, the name of each LEA, the specific steps taken to select each participating LEA, any distinct characteristics of each selected LEAs, and why each particular LEA was chosen. (250 words or less per LEA)
	a. Include the names of each LEA partner.
	b. For each data source included in the question, identify:
	   i. Date / age of data.
	   ii. Definitions for unclear or non-standard terms.
	c. Identify ways in which the MCP worked with the COE to identify interested LEAs, highlighting steps that address DHCS' partnership assessment criteria. Examples include:
	   i. LEAs with a high density of unduplicated students who are English learners.
	   ii. LEAs with a high density Medi-Cal enrollees who qualify for free or reduced-price lunch (FRPM).
	   iii. LEAs with a high density of unduplicated students who are foster youth.
	   iv. LEAs with demographic trends identifying special needs.
	   v. LEAs with a high interest in participating in SBHIP.

Needs Assessment Component 3: *LEA Partner Selection* **6. If there were LEA(s) that wanted to participate in SBHIP but were ultimately not chosen, please identify, clearly and in detail, those particular LEA and the specific reason(s) each LEA was not selected to participate. (250 words or less per LEA)**	a. If applicable, include the rationale for why an LEA that wanted to participate was not selected, and identify differences between the student population in the selected LEAs and the LEA that was not selected to participate.

Needs Assessment Question or Field	Guidelines to Consider / Examples

Needs Assessment Component 3: *Student Behavioral Health Needs*
 	
7. Identify and describe, clearly and in detail, the most frequently reported behavioral health need presented by students in each of the selected LEA? Please identify what information (including data sources as applicable) was used to determine that behavioral health need for each selected LEA? (250 words or less per LEA)
	a. Identify and describe the significance of the most frequently reported behavioral health need, in each participating LEA.
	   i. Include descriptive student demographics / characteristics to help demonstrate the behavioral health need.
	   ii. Identify the lack of current resources to address the behavioral health need.
	b. Please confirm that the identified need is behavioral health or behavioral health-related. If the identified need is more distant from behavioral health (e.g., student absence rates) please clearly identify how the identified need is related to behavioral health.
	c. For each data source included in the question, identify:
	   i. Date / age of data.
	   ii. Definitions for unclear terms.

Needs Assessment Component 3: *Student Behavioral Health Needs*
 	
8. Identify, clearly and in detail, at least one short-term and one long-term action that could be taken to address the most frequently cited behavioral health need within each selected LEA. (250 words or less per LEA)
	a. Clearly identify and connect the identified short- and long-term actions with the most frequently reported behavioral health need of the students in each participating LEA, identified in Question 7.
	b. Include a minimum of one short-term and one long-term action that could be taken to address the most frequently cited behavioral health needs of the students in each participating LEA. For example, responses could include:
	   i. The staff / personnel required to carry out the short- and long-term actions.
	   ii. The funding / resources required to carry out the short- and long-term actions.
	   iii. The duration of the short- and long-term actions.
	c. Describe how the MCP can measure the actions and how to sustain the actions over time.

Needs Assessment Question or Field	Guidelines to Consider / Examples

Needs Assessment Component 3: *Student Behavioral Health Needs*
 	
9. Describe, clearly and in detail, any current actions undertaken to address the most frequently cited behavioral health need within each selected LEA. (250 words or less per LEA)
	a. Identify any current actions taken to address this frequently cited behavioral health need within each selected LEA. For example, responses could include:
	  i. The staff / personnel required to carry out the current actions.
	  ii. The funding / resources required to carry out the current actions.
	b. Describe how the identified actions impacts the student population of each selected LEA.

Needs Assessment Component 3: *Student Behavioral Health Needs*
 	
10. Following the data collection process, please identify, clearly and in detail, any additional behavioral health needs presented by students in each of the selected LEA.
	a. Identify any additional student behavioral health needs for each participating LEA that differ from the most frequently cited behavioral health need.
	b. For each data source included in the question, identify:
	  i. Date / age of data.
	  ii. Definitions for unclear terms.

Needs Assessment Component 3: *Student Behavioral Health Needs*
 	
11. Identify, clearly and in detail, at least one short-term and one long-term action that could be taken to address the additional behavioral health needs of students within each selected LEA. (250 words or less per LEA)
	a. Clearly identify and connect the identified short- and long-term actions with the additional behavioral health needs of the students in each participating LEA.
	b. Include a minimum of one short-term and one long-term action that could be taken to address the additional behavioral health needs of the students in each participating LEA. For example, responses could include:
	  i. The staff / personnel required to carry out the short- and long-term actions.
	  ii. The funding / resources required to carry out the short- and long-term actions.
	  iii. The duration of the short- and long-term actions.
	c. Describe how the MCP can measure the actions and how to sustain the actions over time.

Needs Assessment Question or Field	Guidelines to Consider / Examples
Needs Assessment Component 3: *Student Behavioral Health Needs* **12. Describe, clearly and in detail, any current actions to address other identified behavioral health needs of students within each selected LEA. (250 words or less per LEA).**	a. Identify any current actions taken to address other identified behavioral health need within each selected LEA. b. Describe how the identified actions impacts the student population of each selected LEA.

Needs Assessment Component 3: *Behavioral Health Service Delivery Gaps*
 	
13. Following the assessment, have any identifiable gaps in the services or delivery of behavioral health supports within each selected LEA been identified? If identified, please identify, clearly and in detail, the gaps identified in each selected LEA. (250 word or less per LEA)
	a. Identify the gaps in the services or delivery of behavioral health supports within each selected LEA. Responses could include:
	   i. The student population(s) affected
	   ii. The number of students affected
	   iii. The ways in which the BH needs are exacerbated by the gaps
	   iv. The duration in which the gaps have been present, and
	   v. The risks and barriers in the services / delivery of services

Needs Assessment Component 3: *Behavioral Health Service Delivery Gaps*
 	
14. If gaps were found, identify at least one short-term and one long-term action that could be taken to address those gaps in each selected LEA? (250 words or less per LEA)
	a. Clearly identify and connect the service and delivery gaps identified in Question 13 with the identified short- and long-term actions outlined in Question 14.
	b. Include a minimum of one short-term action and one long-term that could be taken to address the identified behavioral health delivery gaps in each participating LEA. For example, responses could include:
	   i. The staff / personnel required to carry out the short- and long-term actions.
	   ii. The funding / resources required to carry out the short- and long-term actions.
	   iii. The duration of the short- and long-term actions.

Needs Assessment Question or Field	Guidelines to Consider / Examples
Needs Assessment Component 3: *Behavioral Health Service Delivery Gaps* **15. If gaps were identified, describe, clearly and in detail, any actions currently undertaken to address those gaps in each selected LEA. (250 words or less per LEA)**	a. Clearly describe how the current actions the MCP or SBHIP partners are taking to address the BH need and how this action impacts the student populations of each selected LEA. b. Describe how the MCP can measure the actions and how to sustain the actions over time.

Needs Assessment Component 3: *Population-Specific Behavioral Health Disparities*
 	
16. Are there any identified disparities in behavioral health needs based on different populations within each selected LEA? If found, please identify the student population and describe, clearly and in detail, the related disparities for students in each selected LEA. (250 words or less per LEA)
	a. Include any notable demographics / characteristics of the student population(s) that are experiencing the disparity and any barriers the student population(s) faces to access BH services.
	b. For each data source included in the question, identify:
	   i. Date / age of data.
	   ii. Definitions for unclear terms.

Needs Assessment Component 3: *Population-Specific Behavioral Health Disparities*
 	
17. If population-specific disparities were identified, describe, clearly and in detail, at least one short-term and one long-term action that could be taken to address those disparities within each selected LEA? (250 words or less per LEA)
	a. Clearly describe how the short- and long-term actions decreased the number of students experiencing the BH disparity, including the student population(s) affected and how actions decreased the number of students experiencing the behavioral health disparities.
	b. Include a minimum of one short-term action and one long-term that could be taken to address the behavioral health disparities of the student population(s) in each participating LEA. For example, responses could include:
	   i. The staff / personnel required to carry out the short- and long-term actions.
	   ii. The funding / resources required to carry out the short- and long-term actions.
	   iii. The duration of the short- and long-term actions.

Needs Assessment Question or Field	Guidelines to Consider / Examples
Needs Assessment Component 3: *Population-Specific Behavioral Health Disparities* **18. If population specific disparities were identified, describe, clearly and in detail, any current actions taken to address those disparities within each selected LEA. (250 words or less per LEA)**	a. Clearly describe current actions the MCP or SBHIP partners are taking to increase behavioral health equity for the student population of each selected LEA. b. Describe how this action may increase behavioral health equity for the student population of each selected LEA.
Needs Assessment Component 3: *Barriers to Behavioral Health Referrals* **19. Following the assessment, are there any identified barriers to the behavioral health referral process within each selected LEA? If identified, describe, clearly and in detail, those specific barriers within each selected LEA. (250 words or less per LEA)**	a. Include the student population(s) affected by the barriers, the number of students affected by the barriers, the ways in which the BH needs are worsened by the barriers, and the duration in which the barriers have been present in each selected LEA.
Needs Assessment Component 3: *Barriers to Behavioral Health Referrals* **20. Identify, clearly and in detail, specific actions that could be taken to address referral barriers within each selected LEA. If no internal barriers were identified, please describe any potential enhancements to the internal referral system that would better serve student behavioral health needs in each selected LEA. (250 words or less per LEA)**	a. Identify the required action steps that could be taken to address referral barriers (e.g., the personnel required to carry out identified actions and the duration of the actions). b. If no internal barriers were identified, include ways to increase the efficiency of the internal referral system, number of internal referrals made, speed of internal referrals, and the number of providers involved in the internal referral system.

Needs Assessment Question or Field	Guidelines to Consider / Examples
Needs Assessment Component 3: *Barriers to Behavioral Health Referrals* **21. Following the assessment, are there any identified barriers to the external behavioral health referral process? If identified, describe, clearly and in detail, those specific barriers for each selected LEA. (250 words or less per LEA)**	a. Include the student population(s) affected by the barriers, the ways in which the BH needs are worsened by the barriers, the duration in which the barriers have been present in each LEA.

Needs Assessment Component 3: *Barriers to Behavioral Health Referrals*
 	
22. Identify, clearly and in detail, specific actions that could be taken to address those external referral barriers within each selected LEA. If no external barriers were identified, please describe, clearly and in detail, any potential enhancements to the external referral system that would better serve student behavioral health needs in each selected LEA. (250 words or less per LEA)
	a. Include a minimum of one short-term and one long-term action that could be taken to address the external referral barriers in each participating LEA. For example, responses could include:
	  i. Staff / personnel required to carry out the identified actions.
	  ii. Funding / resources required to carry out the actions.
	  iii. Duration of the actions.
	b. If no external barriers were identified, include ways to increase the efficiency of the internal referral system, number of internal referrals made, speed of internal referrals, and the number of providers involved in the internal referral system.

Needs Assessment Component 3: *Barriers to Behavioral Health Referrals* **23. Describe, clearly and in detail, the current referral system in place, within each selected LEA, to allow LEA to refer students to Medi-Cal MCP's behavioral health provider network. (250 words or less per LEA)**	a. Describe the methods in place to identify students with BH needs, the methods to determine the best referral option for students with BH needs, how staff can access the referral (e.g., electronic, phone, paper), the security of the access method, and different levels/ tiers of student needs in the BH referral system.

Needs Assessment Question or Field	Guidelines to Consider / Examples
Needs Assessment Component 3: *Behavioral Health Resources and Program Enhancements* **24. What is the estimated percentage of total LEA funding budgeted for behavioral health services within each selected LEA? Please qualify your response with a narrative statement or an itemized behavioral health services budget worksheet.**	a. Using a narrative response or a behavioral health services budget worksheet, determine the estimated percentage of total LEA funding budgeted for BH services within each selected LEA, including salaries, benefits, materials, supplies, training, indirect costs, funding source(s), duration of funding source(s). b. Summarize the relationship between the estimated percentage of BH services funding relative to the total LEA budget.
Needs Assessment Component 3*: Behavioral Health Resources and Program Enhancements* **25. Are there any existing LEA behavioral health-related programs and/or behavioral health areas that would better serve student needs through additional supports/funding in the selected LEA? If identified, please describe, clearly and in detail, those specific programs or behavioral health areas for each selected LEA. (250 words or less per LEA)**	a. Include the characteristics of the student populations(s) that would benefit through additional supports/funding and the number of students that would benefit. b. Include the duration of existing LEA BH related programs. c. Include an estimated amount of additional funding required to enhance.

Needs Assessment Component 3: *Behavioral Health Resources and Program Enhancements*
 	
26. If programs or areas were identified, describe, clearly and in detail, one short-term and one long-term actions that could be undertaken to address those enhancement efforts in each selected LEA. (250 words or less per LEA)
	a. Include a minimum of one short-term and one long-term action that could be taken to support the enhancement efforts in each participating LEA. For example, responses could include:
	   i. Additional staff / personnel required to carry out the long-term and short-term actions.
	   ii. Additional funding / resources required to carry out the actions.
	   iii. The number of additional students that would benefit from this enhancement.

Needs Assessment Question or Field	Guidelines to Consider / Examples
Needs Assessment Component 3: *Behavioral Health Resources and Program Enhancements* **27. Are there any behavioral health resources, not currently available within the LEA that would be helpful to incorporate within the existing collection of LEA behavioral health resources? If identified, please describe, clearly and in detail, what resources those would be and why they would be helpful to the student population in each selected LEA. (250 words or less per LEA).**	a. Describe the need for additional BH resources not currently available to the participating LEAs by identifying the number of students that would benefit and steps the MCP could take to implement the additional BH resources in each selected LEA. b. Identify why the additional behavioral health resources were not previously acquired / incorporated.

Needs Assessment Component 3: *Behavioral Health Resources and Program Enhancements*
 	
28. Are there any behavioral health community resources (not currently available and/or utilized within the selected LEA) that may be helpful to incorporate for student behavioral health? If identified, please describe, clearly and in detail, what community behavioral health programs and resources those would be and why they would be helpful to each LEA student population. (250 words or less per LEA)
	a. Describe how behavioral health community resources that are not currently available and/or utilized could benefit student behavioral health. For example, responses could include:
	   i. The number of students that would benefit from the resources.
	   ii. How students will access the additional resources.
	   iii. How the resources differ from the ones that are currently utilized.
	   iv. How the MCP / LEA can implement the resources.
	   v. The behavioral health needs that can be addressed by the additional resources.
	   vi. How the additional behavioral health resources were selected.

Needs Assessment Component 3: *Behavioral Health Resources and Program Enhancements* **29. What percentage of behavioral health services are provided via a telehealth medium within each selected LEA?**	a. Identify the percentage of BH services provided via telehealth. b. Include, as applicable, how students access the telehealth services and if there are any disparities / lack of access to telehealth services for the student population(s).

Needs Assessment Question or Field	Guidelines to Consider / Examples
Needs Assessment Component 3: *Behavioral Health Resources and Program Enhancements* **30. What percentage of students, identified as experiencing a behavioral health challenge, are referred out to external and/or community resources for behavioral health services and supports within each selected LEA?**	a. Describe how staff within the LEA access / refer students to external providers, how the LEA and external stakeholders coordinate transitions between levels of support, and whether the LEAs and external stakeholders have agreements around how student information is shared. 　i. Include in the description how referrals are communicated with Medi-Cal fee-for-service and managed care plans, County behavioral health plans, and Community based organizations. b. If the LEA does not have a closed loop external referral process, describe anticipated steps to develop an external closed loop referral process.
Needs Assessment Component 3: *Behavioral Health Resources and Program Enhancements* **31. Describe, clearly and in detail, the specific methods used to promote behavioral health services and supports to students within each selected LEA. (250 words or less per LEA)**	a. Describe the methods to promote behavioral health services to students within each selected LEA. For example, responses could include: 　i. How promotion methods were tailored to specific LEA student populations (e.g., printing flyers in different languages). 　ii. How a variety of different promotion methods were tailored to ensure visibility / access to all students in each selected LEA (e.g., flyers, social media, school-wide announcement system, emails, and targeted outreach to high-risk students). 　iii. How often the promotion methods were distributed to the student population in each selected LEA.

Needs Assessment Question or Field	Guidelines to Consider / Examples

Needs Assessment Component 3: *Behavioral Health Resources and Program Enhancements*
 	
32. Describe, clearly and in detail, the specific methods used to promote behavioral health services and supports to staff within each selected LEA. (250 words or less per LEA)
	a. Describe the methods to promote behavioral health services to staff within each selected LEA. For example, responses could include:
	   i. How promotion methods were tailored to LEA staff (e.g., including flyers in staff announcement or providing education during other staff training events).
	   ii. How a variety of different promotion methods were tailored to ensure visibility / access to all staff in each selected LEA (flyers, social media, school-wide announcement system, staff meetings, emails).
	   iii. How often the promotion methods were distributed to staff in each selected LEA.

Needs Assessment Component 3: *Behavioral Health Resources and Program Enhancements*
 	
33. Describe, clearly and in detail, the specific methods used to promote behavioral health services and supports to parents / guardians of students within each selected LEA. (250 words or less per LEA)
	a. Describe the methods to promote behavioral health services to parents / guardians of students within each selected LEA. For example, responses could include:
	   i. How distribution methods were tailored to specific LEA parent / guardian populations (e.g., printing flyers in different languages).
	   ii. How different promotion methods were tailored to ensure visibility / access to all parents / guardians in each selected LEA (e.g., flyers, social media, emails, parent-teacher meetings, PTA meetings, and targeted outreach to high-risk students).
	   iii. How often information was distributed to the parents / guardians in each selected LEA.