SAMHSA Garrett Lee Smith **Campus** Suicide Prevention Program
At-A-Glance Tool: IPP Indicators Cohort 7 Only

CMHS has developed indicators to collect performance data about Campus Suicide Prevention Grantees' Infrastructure Development, Prevention & Mental Health Promotion (IPP) activities. Grantees are required to collect and submit IPP data into the TRAC system on a quarterly basis. The **four (4)** indicators are: Workplace Development (WD2)*; Training (TR1)*; Partnerships/Collaborations (PC2); and Awareness (AW1).

Quarterly Reporting Period and Deadlines for Entering IPP Indicator Data into the TRAC System

TRAC online data entry/reporting system: https://www.cmhs-gpra.samhsa.gov

Quarter	Quarterly Reporting Period Federal Fiscal Year 2014	Grantee Deadline to Enter Data	GPO Deadline To Review	Grantee Deadline to Revise Data	System-Lock Date: No further data entry, GPO Reviews or Grantee Revisions Allowed
1st	Oct 1, 2013 to Dec 31, 2013	Jan. 31, 2014	Feb. 28, 2014	March 31, 2014	April 1, 2014
2nd	Jan 1, 2014 to March 31, 2014	April 30, 2014	May 31, 2014	June 30, 2014	July 1, 2014
3rd	April 1, 2014 to June 30, 2014	July 31, 2014	Aug. 30, 2014	Sept. 30, 2014	Oct. 1, 2014
4th	July 1, 2014 to Sept 30, 2014	Oct. 31, 2014	Nov. 30, 2014	Dec. 31, 2014	Jan. 1, 2015

TRAC data is reported quarterly on the Federal Fiscal Year calendar (above). Grantees must begin data collection and entry for the **SECOND** Quarter. The tables below summarize the IPP indicators. It is a "cheat sheet" to help guide you with classifying and entering IPP Indicator data into the TRAC system.

*WD2 and TR1 Footnote: To streamline the data collection process for the **trainings** provided by your grant, ICF Cross Site Evaluation has developed a system based on your *Training Activity Summary Page (TASP)* submissions to ICF Cross Site Evaluation. Since ICF Cross Site Evaluation systematically collects training information through your TES submissions, ICF has a site-specific summary of your WD2 and TR1 data that can be used to meet TRAC reporting requirements. Your summary data are located on the ICF Cross Site Evaluation Suicide Prevention Data Center website at www.suicideprevention-datacenter.com.

IPP Indicator: WORKPLACE DEVELOPMENT (WD2)*
The Number of People in the Mental Health and Related Workforce Trained in Specific Mental Health- Related Practices/Activities

Intent & Key Points	Definition of Key Terms	Who are you Counting?	Guidelines for entering IPP Result for WD2 on the Result Form	Tips and Resources
Intent is to capture information on improvements in the workforce in addressing mental health issues related to suicide prevention *through trainings funded by the grant project.* "People in Mental Health/Related Workforce" are people who provide mental health prevention & treatment services as well as people in the related workforce who provide ancillary primary care services, mental health & behavioral health support services, and emergency care and crisis response.	"Trained" workforce members are considered trained when they have engaged in a process guided by a curriculum (syllabus, agenda, training manual), within a structured timeframe & with an identified trainer or training method. The goal of the training is to *improve* skills, knowledge, behaviors, and public awareness. **Workshops & Educational Seminars** that meet this intention and definition, qualify too. Types of Training: -Gatekeeper Training -Policy/Crisis Response Protocol -Screening Procedures/Protocol -Suicide Risk Assessment and Management -Assessment and Referral -Suicide Intervention Training -Peer Educator Training -Post Vention Training -General Awareness Training	TYPE of Individuals to Count: Report on the individuals who are mental health professionals and/or involved in related mental health workforce: -Students & Staff with mental health/psychological/health education affiliation (e.g. School of Social Work; Nursing School, Medical School; School of Public Safety/Emergency Mgt.; Athletic Trainers in Health Dept.) -Campus Center Counselors & Clinicians -Hotline/Helpline Crisis Line staff -Emergency Care and Crisis Response workers -Peer Counselors -Student Health Workers -Mental Health and Substance Abuse Providers & counselors -Other Health Professionals -Primary Care (physical/student health)providers -Police; Public Safety workers -Campus police/safety -Clergy/religious advisor	**On the Result Form**, enter the following information in the quarter when the training was provided and completed: Result Name: Enter the name/title of the training provided Result Description: Enter description (2-3 sentence on 1) Who was trained; 2)Type of training provided and 3)Type of skills learned Result Number: Enter the data on the line entitled "number" - total number of participants trained. Count the number of people who receive the training; NOT the number of training. **EXAMPLE** Result Name: QPR Training for Counseling/Wellness Center Result Description: Counseling center staff received Gatekeeper training. Result Number: 5	**YES, COUNT** **The *number of people who receive the training*; NOT the number of trainings.** **NO, DO NOT COUNT** **Individuals who are reported under TR1** RESOURCE* Based on your cross-site **Training Activity Summary Page (TASP) submissions** to ICF, go to your site-specific summary of your WD2 data located Suicide Prevention Data Center website at www.suicidepreventi on-datacenter.com.

IPP Indicator: TRAINING (TR1)*
The Number of Individuals Who Have Received Training in Prevention or Mental Health Promotion

Intent & Key Points	Definition of Key Terms	Who are you Counting?	Guidelines for entering IPP Result for TR1 on the Result Form	Tips and Resources
Intent is to capture information on the *number of individuals* from the public who are NOT members of the mental health and related workforce who have received training in prevention or mental health promotion as a result of the grant in each quarter. *These trainings are funded by the grant.* Intent is to report on individuals who are **NOT** mental health professionals and/or involved in related mental health workforce. The trainings are usually ***outside*** of these individuals' typical job duties.	"Prevention and Promotion" enhances public awareness, knowledge, attitude, skills and behavior of mental health promotion, anti-stigma, and information/referral. "Training" is a structured timeframe **guided** by instructional objectives, training resources (syllabus, agenda, training manual), and an identified trainer or training method. The goal of the training is to teach and *improve* skills, knowledge, behaviors, and awareness of suicide prevention **NOTE: Workshops & Educational Seminars** that meet this intention and definition qualify too. Types of Training: -Gatekeeper Training -Policy/Infrastructure -Crisis Response Protocol -Screening Procedures -Informational and Referral -Post Vention Training -General Awareness Training	Information to Count: The *number of people* who receive the training; **NOT** the number of trainings. TYPE of Individuals to Count: -Campus Administrative Personnel (admissions; student life; registrar; library; clerical; nutrition, academic affairs, financial aid, etc.) -Teachers, Faculty, and Students -Faculty Support Staff -Research Assistants -Residence hall advisors -Student Government -Dean Provost -Student /Academic Advisors -Researchers/Evaluators -Student Affairs -Student Outreach Workers -Athletic coaches/Athletes -Facilities Maintenance Staff -Custodial /Cafeteria Staff -Greek Life and Other Student Clubs -Tutors/Learning Specialists -Family Members/caregivers -Community group members	**On the Result Form,** enter the following information in the quarter when the training was provided and completed: Result Name: Enter the name/title of the training provided. Result Description: Enter description (2-3 sentence on 1) Who received the training; 2)Type of Training Provided and 3) Type of Skills Learned Result Number: Enter the data on the line entitled "number" - total number of participants trained. **EXAMPLE** Result Name: QPR Training for Residence Hall Advisors at the East and West Dormitory buildings Result Description: RAs received Gatekeeper training, a 2 hour training which included suicide prevention information and referral resources to use with the students in their hall. Result Number: 270	**NO, DO NOT COUNT** Individuals who are reported under WD2 because these members are classified as part of the mental health workforce. **YES, COUNT ONLY** **Trainings that are FUNDED by the grant.** **NO, DO NOT COUNT** Trainings funded outside the grant or funded by other agencies. RESOURCE* Based on **Training Activity Summary Page (TASP) submissions to** ICF, go to your site-specific summary of your TR1data located Suicide Prevention Data Center website at www.suicideprevention-datacenter.com.

IPP Indicator: PARTNERSHIPS/COLLABORATIONS (PC2) The Number of Organizations collaborating/coordinating/sharing resources with other organizations as a result of the grant		
Intent, Key Points **Definition of Key Terms**	**What are you counting?**	**Guidelines for entering IPP Result for PC2 on the Result Form**
Intent is to report information on new relationships and partnerships developed **as result of the grant**. *"Organizations"* include on/ off campus providers of behavioral health, mental health and related services. Includes State/local agencies, consumer, youth, or family member run organizations. Includes academic departments, campus groups, student run groups, committees, coalitions, advisory boards, and task forces. *"Collaborating/Coordinating"* – process **where two or more organizations** work in partnership together toward a common goal. *"Sharing Resources"*- allows others to use the means available to an organization for increasing outcome/goals. Includes personnel time, facilities, equipment, information, etc.	Information to Count: **Count the NUMBER Of ORGANIZATIONS** in the collaboration; NOT the number of resources shared or the number of meetings held. *Ask the Question: What are the new relationships that have been created as a result of the grant?* - Count new collaborations **ONLY** that are developed as a result of the grant; NOT collaborations that existed **prior** to the grant award. -If a new organization is **added** to an **existing** collaboration, count only that new organization. -Count the number of organizations that come together as a result of the grant, *even if the grantee isn't involved* in the collaboration. -If one organization shares several resources, count the organization once. -If one organization collaborates on several different partnerships, count that organization once. -Count formal interagency agreements, MOUs, etc. TIP!! DO NOT Count organizations that have been reported in previous quarters.	**On the Result Form, enter the following information *in the quarter when* the collaboration(s) took place:** **Result Name: Enter the name/ type of partnership** **Result Description: Enter a description of 1) name of organizations 2) what they are collaborating on.** **Result Number: Enter the total number of organizations who participated in the collaboration (DO NOT count yourself/the grant project)** **EXAMPLE** **Result Name: Faith-based Taskforce** **Result Description: As a result of the grant and during this quarter, project met with five local area faith organizations to establish a new taskforce on suicide prevention awareness.** **Result Number: 5** **EXAMPLE** **Result Name: Suicide Response Protocol MOU** **Result Description: As a result of the grant and during this quarter, an MOU was developed with area local hospital and local community mental health providers to carry out risk assessment and intervention for at risk students.** **Result Number: 2**

IPP Indicator: AWARENESS (AW1): The Number of Individuals Exposed to Mental Health Awareness Messages			
Intent and Key Points	**Definition of Key Terms**	**Who are you Counting?**	**Guidelines for entering IPP Result for AW1 on the Result Form**
Intent is to capture information on *the number of individuals* exposed to mental health awareness messages presented as part of social marketing campaigns as a result of the grant in each quarter. Intent is to increase awareness about anti-stigma, healthy help-seeking, information & referral services, and educational/awareness on suicide prevention. "Mental Health Awareness Messages" enhance public aware-ness & knowledge about -suicide prevention and risk factors -anti-stigma and help-seeking promotion -information & referral services and resources -promotion of National Suicide Prevention Lifeline -Means Restriction	"Exposed" is education through media campaigns, websites, printed materials, public service announcements, billboards, assemblies, orientations, etc. Types of Mental Health Awareness Message Strategies - Public Awareness Campaigns -Outreach & Awareness Activities/ Events (table-top displays and booths, etc.) -Outreach/Awareness Products (**print** media such as brochures, posters, flyers, newsletters, magnets; **outdoor** media such as billboards, bus signs; **mass media** such as internet & website, PSAs, Podcasts, TV, radio, campus TV station, emails; **social media** such as Facebook, Twitter, MySpace) and mobile technology. -Wellness and Life skills Development Activities -Health Fairs, Prevention Awareness Walks -Presentations and Meetings -Hotline and Helpline Materials -Screening Programs - Orientations for parents and students	Information to Count: Count the *number of individuals exposed to messages*; **NOT** the number of awareness messages. How to Calculate Estimated Number of Individuals Exposed: Methods for estimating the number of individuals exposed will vary depending on the type of messaging process used. Estimates are percentages, averages, or proportions of individuals exposed to messages. Contact the billboard vendors, local TV & radio station, newspaper, etc. to get information on the following: -average car traffic for number of drivers that saw a billboard -average viewing population of local TV station area -average number of listeners of a radio show exposed during a specific timeframe -average number of subscribers of newspaper (readership) **Estimates can also be based on the:** -number of new Facebook friends, followers or subscribers -number of hits on website -number of participants on attendance lists/sign-in sheets/registrations -number of visitors that approach booth or table top display -percentage of students attending event -number of students in campus' portal email system -Number of times each podcast is downloaded/ played	**On the Result Form,** enter the following information in the quarter when the mental health awareness strategy took place and was completed: Result Name: Enter the name/title of type of awareness strategy Result Description: Enter a description (3-4 sentences on 1) type of awareness strategy, 2) goals and elements and 3) target audience. Result Number: Enter the data on the line entitled "number" - total number of *individuals* exposed. This is an estimated number. **EXAMPLE** Result Name: Campus News4U Promotional Video Ads Result Description: Closed circuit TV system ran video ads on Depression Screening targeted to students. Large screen displays are strategically placed in 6 high volume areas on campus. The number of viewers was conservatively calculated based on estimated foot traffic. Result Number: 3,000