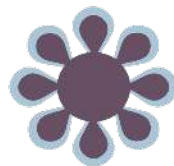




POWERED BY



Mental Health &
Recovery Services
Board of Allen,
Auglaize, and
Hardin Counties



The Mental Health, Alcohol &
Drug Addiction Recovery
Board of Putnam County

Welcome Packet, Application and Agreement

Topics

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About

The Activated School Challenge supports K-12 schools in Allen, Auglaize & Putnam Counties to make their environments healthier by adopting guidelines that promote health and wellness. This challenge is powered by Activate Allen County, Mercy Health, The Mental Health Recovery Services Board of Allen, Auglaize and Hardin Counties & The Mental Health, Drug, Alcohol and Addiction Recovery Board of Putnam County.

The challenge begins in the Planning Phase. During the Planning Phase, your school will create an Action Plan (with a program budget) to increase your score and support the health of your students. Meaningful & sustainable improvement is a required component of funded Action Plans. Approved projects will be funded up to \$2,500 (up to \$2,000 if there is no mental health component to the project). Once your School Challenge Application, Budget & Action Plan has been approved & funded, you'll enter the Implementation Phase. During this time, your school will implement the improvements as funded & described in your Action Plan. The final Phase is the Survey Phase. Funded schools will also be asked to participate in the Ohio Youth Environments Survey (OHYes!) at <https://youthsurveys.ohio.gov/our-surveys/ohyes>. If your school does not include 7, 8, 9, 10, 11 or 12 grades then you do not have to participate in the OHYes! Survey.

*Extra consideration will be considered for schools that host a Mental Health First Aid Training &/or QPR Training (which we offer free of charge). Mental Health First Aid is a skills-based training that teaches people how to identify, understand and respond to signs and symptoms of a mental health or substance use challenge in adults ages 18 and over. Question, Persuade, and Refer (QPR) Gatekeeper Training for Suicide Prevention is a one to two hour educational program designed to teach lay and professional "gatekeepers" the warning signs of a suicide crisis and how to respond. Gatekeepers can include anyone who is strategically positioned to recognize and refer someone at risk of suicide (e.g., teachers, coaches, bus drivers, and school facility members).

Please complete the following application and submit to AAC before December 21, 2024. For more information about Activate Allen County or the Activated School Challenge call Josh Unterbrink at 419-303-3387, 419-222-6045 or junterbrink@activateallencounty.com.

2024 - 2025 Challenge Application

1. School Name: _____
2. How many students enrolled at your school for the 2024–2025 school year? _____
3. How many faculty and staff members are at your school for the 2024–2025 academic year? _____
4. Select description of your school:
 - Public School
 - Private/Charter School
5. Indicate the grades at your school:
 - Kindergarten – 6th grades
 - 7th – 8th grades
 - 9th – 12th grades
6. What is the address of your school? _____
7. School website: _____
8. Contact person: _____
9. Contact person's email address: _____
10. Contact person's phone number: _____
11. Has your school participated in either: QPR training &/or Mental Health First Aid _____

Agreement

By signing below _____ (name of school) will actively participate with Activate Allen County in the discovery phase, action planning phase and implementation phase of the Activated School Challenge.

Sustainable improvement is a required component of the funded action plan.

This agreement will be effective ___/___/2024 and continue until July 31, 2025.

Date

Participating Site Representative, Title

Date

Josh Unterbrink, Activate Allen County Co-Director

STEPS TO BE COMPLETED BY YOUR SCHOOL:

The Activated School Challenge has three phases:

- Planning Phase
- Implementation Phase
- Survey Phase

We ask that schools complete and submit their application, assessments, action plan and budget by December 21, 2024 to be eligible for funding consideration. Contact Josh to schedule Mental Health First Aid or QPR Training.

Planning Phase:

Planning Phase (Now – December 2025)

Each school will create and submit an Action Plan & an Itemized Budget for the Activated School Challenge. Policy improvement is a required component of the funded action plan. Activate Allen County will provide education sessions on evidence based strategies, activities and policies and also assist with developing an action plan that is feasible for each school.

Deliverables: Action Plan & Budget

See Appendix II and III (for action plan and recommendations)

Implementation Phase:

Implementation Phase (January 2025 – September 2025)

Approved action plans will receive funding for plan/program implementation. Follow-up assessments will be distributed to determine progress on goals.

Awarded schools will be asked to attend the Activated School Challenge Awards Banquet in 2025 and to submit photos and progress updates on their school challenge program.

Deliverables: Program photos and assessment

Survey (OHYes!) Phase:

Survey (OHYes!) Phase - ONLY for schools that are APPROVED for funding & support

Schools that approved for funding shall agree to participate in the OHYES! Survey.

Website: <https://youthsurveys.ohio.gov/our-surveys/ohyes>

What is OHYES!? The Ohio Healthy Youth Environments Survey (OHYES!) is a free, voluntary, web-based survey to collect information that schools and communities can use to access resources to reduce risk behaviors and create healthy and safe community, school, and family environments. The OHYES! is administered by the Ohio Department of Mental Health and Addiction Services (OhioMHAS) and is a joint initiative of the Ohio Department of Education, Ohio Department of Health, and OhioMHAS. The survey is designed to measure the health risk behaviors and environmental factors that impact youth health and safety. OHYES! gathers information on issues like substance use, behavioral health, unintentional and intentional injuries, adverse childhood experiences, physical health, activity and well-being, the school environment, and related environmental risk and protective factors. Special care was taken in the selection of the questions and the design of the student questionnaire. Questionnaire items primarily originate from established surveys used throughout the United States—some for more than 25 years. These surveys were subjected to scientific research regarding reliability and validity and field tested extensively.

Enrollment Process

OHYES! policy requires that the superintendent or principal officially enrolls the school to participate. Ideally, the required enrollment information would be emailed to info@ohyes.ohio.gov from the principal or superintendent; alternatively, the principal or superintendent could provide the enrollment information to your community organization and be forwarded to OHYES! staff. We recognize that it is often easier for schools to work through a coordinator (e.g., a member of school staff or your community organization). However, OHYES! staff still needs to confirm principal/superintendent approval of OHYES! for their school. In order to fulfill this requirement, a school staff member or staff of your community organization can provide the required enrollment information and CC the superintendent/principal(s) on the email to info@ohioyes.ohio.gov.

Once a relationship is established with a school and the superintendent or principal agrees to have their school participate in OHYES!, community organization staff and OHYES! staff will work together to enroll the school(s). Once a school decides to implement the survey, OHYES! staff will need a few pieces of information to complete the enrollment process. What Information is Needed? For a school to successfully complete enrollment, OHYES! staff needs certain information from each school. A superintendent may sign up multiple schools in their district, or a principal may sign up their school. Schools will need to provide the following information* in an email to info@ohyes.ohio.gov: • Confirm school name(s), district and school IRN number(s) o The IRN number is the number that districts and schools are known by to ODE.

- Confirm Superintendent name and email contact, Principal name(s) and email contact(s)
- Indicate which survey version for each school (standard or optional) - AAC recommends the standard
- Identify which grades the school(s) will survey (grades 7-12 are eligible)

- Names and emails of 2 survey coordinators for each school
- Projected administration date (at least 1 month after enrollment to allow for 1 week of planning and the required 3-week parent notification)

School's Role Once a school is enrolled, OHYES! staff will send them the planning and administration instructions and resources necessary for a successful implementation of OHYES!. The school will work to send out parent notifications at the appropriate time and collect any opt-outs from parents. On administration day(s) the school will administer the survey to students during the school day on campus; students may not take the survey at home. Schools may reach out to their community organization or OHYES! staff with questions throughout the planning and administration process. Lastly, schools should report back to OHYES! staff with any difficulties or concerns following survey administration.

Key Points about OHYES!

1. OHYES! is FREE for schools; there is no fee to administer or receive school/district-level reports.
2. OHYES! is available during the fall only. Schools will need to select an administration day during September to December (check website for exact dates).
3. OHYES! is completely voluntary. That means schools choose if they want to participate. Additionally, parents have the option to opt out their student. Students also have the option to opt out, skip any questions, or quit the survey at any time.
4. OHYES! is available for grades 7-12; we recommend that at least grades 7, 9, and 11 participate.
5. OHYES! is administered online; students can take the survey at school on a laptop, tablet, or desktop computer.
6. OHYES! is relatively quick to administer. Most students complete the survey in 15-30 minutes. Factors such as how the student answers (if skip patterns are employed based on responses), age, and reading level can affect how long the survey takes.
7. There are two versions of the survey – standard or optional (see Appendices A & B, respectively) The optional survey includes additional sex-related questions; schools select which version.
8. OHYES! is administered by the school and students must take the OHYES! on the school's campus.
9. Schools have a lot of flexibility in administering OHYES!. Schools select which version of the survey (standard or optional), which grades participate, and which date to administer.
10. OHYES! uses a passive parent consent process which enables parents to opt out their child, if they choose. The opt out process puts less burden on the school compared to an opt in process.

Action Plan & Budget

Action Plan (Sample)

Goal: *Increase the amount of healthy snacks in school concessions*

Actions	Steps	By Whom and When
1. Complete healthy concessions assessment	a. Take photos of current concession stands b. Create an assessment survey c. Complete the assessment survey	Suzanne J. 9/8/2022 Taylor H. 9/15/2022 Brad L. 9/21/2022
2. Complete survey of friends, peers, teachers, student athletes and spectators	a. Create customer interest survey b. Survey friends, peers, teachers, student athletes and spectators about healthy concessions	Taylor H. 10/3/2022 Suzanne J., Brad L., Taylor H. 10/28/2022
3. Create a list of suggested changes and a plan to complete those changes	a. Compile all responses from customer interest survey b. Research ideas on suggested changes for concession stands c. Create a list of suggested changes d. Create a plan on how to complete these changes	Taylor H. 11/4/2022 Brad L. 11/18/2022 Suzanne J., Brad L., Taylor H. 12/9/2022 Suzanne J., Brad L., Taylor H. 12/9/2022
4. Share your list of suggested changes with decision makers (school, partners, Activate Allen County)	a. Compile assessment results b. Host a meeting to share results of your assessment. Share suggested changes and plan to complete changes, asking for feedback and support.	Suzanne J. 9/18/2022 Suzanne J., Brad L., Taylor H. 12/14/2022 Suzanne J., Brad L., Taylor H. 12/14/2022

Action Plan (Blank)

Goal:

Actions	Steps	By Whom and When

Project Budget Total: _____

***Please attach an itemized project budget.**