



**Alabama State Department of Education (ALSDE)  
Mental Health Service Coordinator (MHSC)  
Education Trust Fund Authorization, Alabama Act 2021-342  
Local Educational Agency (LEA) Application**

To be eligible to receive an MHSC fund allocation, an LEA must submit this application to the ALSDE.

Gold denotes areas for LEA input.

GENERAL INFORMATION	
1. LEA INFORMATION	
LEA Name	
Mailing Address	
Physical Address	
City/Town and Zip Code	
Superintendent's Name	
Contact Person	
Contact Person Position	
Contact Telephone Number	
Contact Email	

PROGRAMMATIC, FISCAL, AND REPORTING ASSURANCES
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Availability of Funds are from October 1, 2021, to September 30, 2022.

2. ASSURANCES
<p><i>The LEA Superintendent or his/her authorized representative assures or certifies that:</i></p> <p>Should the Mental Health Service Coordinator (MHSC) position and corresponding action plan proposed in this application be approved for delivery to Alabama's students at risk of dropping out and/or not being promoted or not graduating, the superintendent's signature will act as the authorized official on this application. The authorized official certifies and offers assurances to the ALSDE that he/she will:</p> <ol style="list-style-type: none"> <li>Support the position described in this application in compliance with the following local, state, and federal laws, rules, policies, and regulations: <ul style="list-style-type: none"> <li>State At-Risk, Children First <ul style="list-style-type: none"> <li>Act 2007-361, Education Trust Fund: At-Risk Student Program.</li> <li>Code of Alabama (1975), §16-6B-3, Assistance Programs; §41-15B-2.2(b) (2).</li> <li>Alabama Administrative Code, Chapter 290-2-1-.05; Chapter 290-4-2-.02(5).</li> </ul> </li> </ul> </li> <li>Provide the full-time services of a MHSC to the selected LEA that is actively engaged in social and emotional activities and increasing the graduation/promotion rate for students at risk while working with students, families, and school staff/faculty.</li> <li>Provide the MHSC with the office, workspace, equipment, and materials as appropriate for implementing a social/emotional program at the LEA to which he/she is assigned.</li> <li>Provide the MHSC appropriate access to student records (e.g., assessment data, cumulative records, anecdotal information, and other) as directly related to social/emotional behaviors and increasing graduation/promotion rates at the LEA to which he/she is assigned.</li> <li>Allocate adequate time to support collaboration and training as appropriate for all persons supporting and facilitating the work of the MHSC.</li> <li>Authorize and support the MHSC attendance and participation in all professional development provided by the ALSDE and other collaborative partners as directly related to the MHSC program.</li> </ol> <p style="background-color: yellow;">Save the date of September 21-22, 2021, for the official training of all MHSC within any LEA.</p>

7. Provide adequate funding for professional development and travel to support the MHSC's attendance and participation in all professional development offered by the ALSDE as it directly relates to the MHSC Program.
8. Authorize and support the MHSC's development and maintenance of community partnerships that will support the selected school's program targeting dropout prevention and an increased promotion/graduation rate.
9. Coordinate and facilitate all available local, state, and federal resources that may be utilized to support the MHSC's role in reducing the dropout rate and increasing the promotion/graduation rate for students at risk at selected schools.
10. Ensure that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity based on disability, sex, race, national origin, color, or age. Ref: Sec 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973; Sec. 504; Age Discrimination Employment Act; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title IX; ADA of 1990; and NCLB Act of 2001.
11. Review during the development of activities/programs the need for greater access to and participation in the targeted disciplines by students from historically underrepresented and underserved groups.
12. Assure the proposed activity/program budget expenditures appear to be accurate and in keeping with all local, state, and federal laws, rules, policies, and regulations related to the application.
13. Submit, in accordance with stated guidelines and timelines, all activity/program reports required by the United States Department of Education and the ALSDE.
14. Assure that state funds provided for the MHSC program will not be used to supplant any other funding associated with decreasing the dropout rate or increasing the promotion/graduation rate but must be used for the specific purpose stated in this proposal.
15. Assure that there will be no carryover of state funds from FY 2022 to the following fiscal year.

**ABSTRACT**

Provide an abstract not to exceed five pages. Briefly and clearly describe the MHSC's role in the development and implementation of Multi-Tier Support Services (MTSS), to include social and emotional prevention (Tier 1), intervention (Tier 2), and special services from agencies (Tier 3) including program goals, strategies/action steps, and method of evaluation. Use the categories italicized under Application Guidelines-Programmatic Roles and Responsibilities, to enhance the scope of involvement and process as reflected in the rubric.

**BUDGET**

**Budget – Provide a detailed budget that demonstrates accurate reporting of all funding amounts and clearly and accurately reflect appropriate expenditure of local, state, and federal funds in keeping with all laws, rules, policies, and regulations.**

**Funds**

**FUND SOURCE CODE -1271**

Function	Object	Program	Amount	Brief Description of Expenditure

**3. APPLICATION GUIDELINES**

Application Guidelines to support the MHSC Abstract/ Narrative.

- Rationale/Purpose
- Parameters
- Programmatic Roles and Responsibilities
- Qualifications, Experiences, and Abilities of Personnel
- Review Process and Criteria
- General Information

## **Rationale/Purpose**

- There is a nationwide emphasis on increasing the number of high school students that graduate and are prepared for education beyond high school and for their chosen fields of work. Based on new and existing Alabama laws supporting programs for students at risk, the ALSDE is supporting legislative funding for a MHSC position. The person in this position will collaborate with other stakeholders within the LEA and school, in addition to the community, as social/ emotional obstacles are addressed with appropriate interventions. The goal is to also equip students/families with appropriate strategies that will allow them to make healthy and responsible decisions in various situations encountered in daily living. The ALSDE is piloting the MHSC position in selected schools with representation from each Alabama State Board of Education district.
- The ALSDE expects the Mental Health Service Coordinator (MHSC) to ensure the successful transition of all students from elementary to middle school and from middle school to high school. The MHSC will develop, sustain, and/or facilitate a comprehensive prevention and intervention program for students socially and emotionally at risk (Grades K-12) determined by the local education agency (LEA). The MHSC will assist all students and families to increase the quality of community living.

## **Parameters**

- All interested LEAs will submit the MHSC Application to the ALSDE in keeping with the prescribed guidelines and timelines.
- All applications will be reviewed based on the criteria set forth by the ALSDE.
- All MHSCs will serve an LEA that represents a school board district within each of Alabama's State Board of Education districts.
- All MHSCs will receive a salary in keeping with their valid degree, licensure and/or certification, and experience in their chosen field, aligned with the current state salary schedules.
- Budgets should reflect the salary, travel, and other expenditures for the MHSC position specifically related to the program supported by the MHSC.
- All LEA superintendents will be notified of the 113 LEAs selected for the MHSC funds **by July 1, 2021**.

## **Programmatic Roles and Responsibilities**

The Mental Health Service Coordinator will serve and reduce the number of social and emotional indicators experienced by students and effectively increase the promotion rate in Grades 3, 6, and 9; reduce absences and suspensions; reduce the school's/local education agency's dropout rate and increase the graduation rate by addressing and collaborating with others in the following categories:

### ***Identifying Students at Risk***

- Utilizing the components to profile characteristics of students who are potentially at risk for school failure. These characteristics include:
  - History of school failure, retention, and/or overage for grade.
  - Low standardized assessment scores as determined by the ALSDE.
  - Special education/disability.
  - Attendance/truancy issues.
  - Behavioral issues (e.g., detention, suspensions, expulsions, and other).
  - Lack of school involvement (e.g., low expectations, minimal or no extracurricular involvement).
  - Family at risk (e.g., low socio-economic status, transient, and limited English proficient).
- Conducting an analysis that focuses on data for individual students and subgroups using the prescribed tools and/or assessments. For example, an early warning system or needs assessment.
- Collaborating with the School-Based Mental Health Community Service Center and other agencies to provide Tier 3 mental health services for students and or families.

### ***Developing or Sustaining Schoolwide Support and Interventions***

- Working with faculty and administrators to develop a School/LEA Multi-Tiered Support System (MTSS) with a focus on Social and Emotional interventions, services, or programs.
- Attending appropriate professional development provided by the LEA, ALSDE and/or other entities. **Save the date of September 21-22, 2021, for official training of all MHSC within any LEA.**
- Providing training and/or support to teachers and instructional leaders on strategies that effectively impact students at risk.
- Working with existing or establishing new extended partnership opportunity/ programs to the school or community, including, but not limited to the Community Education and Twenty-First Century Community Learning Centers (21st CCLC) extended-day and extended-year programs, Mental Health Centers, Family Network Service Centers, and Helping Families Initiatives.

### ***Generating School Support***

- Identifying and determining the schools' and students' academic and behavioral needs.
- Developing and coordinating appropriate interventions in collaboration with the school leadership team.
- Utilizing existing school-based teams (e.g., School Leadership, Problem-Solving Teams, Student Support Teams, School Improvement, and other).

### ***Providing Direct Service***

- Developing and implementing individual, small group, and whole-school prevention and intervention strategies to increase the number of students staying in school and graduating.
- Providing training to assist and to meet the requirements of legislative laws.
- Assisting colleagues (counselors) and students to develop a personal education and career plans to include the best course of study to meet academic, graduation, and post-secondary goals (targeted students who may need non-traditional pathways due to specialized treat options)
- Incorporating a program to enhance students' personal and social emotional skills (e.g., character education, motivation, goal setting, conflict resolution, suicide, bullying, and resilience).

### ***Developing Transitional Programs and Vertical Teams***

- Collaborating with other LEA personnel for periodic vertical team meetings among elementary, middle, and high school teachers and instructional leaders to support the balance of academic/ behavioral success.
- Developing an action plan to improve Tier 3, individual student, and subgroup transition success rate.
- Collaborating with teachers, guidance counselors, and instructional leaders to ensure the development of transition programs for selected grades (e.g., fifth and eighth grade students) to help students successfully adapt to middle and high school.

### ***Developing Family, Community, and Other Relationships***

- Connecting students and families with community organizations and programs (e.g., State At-Risk 20% non-profit, non-government community partnerships, community partnerships, Family Network Service Centers, School-Based Mental Health Community Centers, and others).
- Developing, working with, or sustaining mentoring programs (e.g., existing school, community, LEA, state, or federal mentoring programs, Report Card Conferencing, and student to student)
- Securing social services support as identified for families of students at risk of failing to be promoted or to graduate on time or dropping out.

### **Evaluation and Reporting**

- Tracking the progress of individual students and school subgroups as they progress to high school. (minutes from Problem-Solving Team, data, promotion status, Early Warning Systems)
- Conducting and analyzing on-going formative and summative evaluation data to determine the program's effectiveness.
- Providing and submitting reports as requested to the school, LEA central office, and ALSDE.

### **QUALIFICATIONS, EXPERIENCES, AND ABILITIES**

- The MHSC must hold a valid degree, license and/or certificate in his/her chosen professional field (e.g., social worker, guidance counselor, mental health therapist).
- If the MHSC will have unsupervised access to children in an educational environment, he/she will be required to undergo fingerprinting for a criminal history background check through the Alabama Bureau of Investigation (ABI) and the Federal Bureau of Investigation (FBI) as required by the ALSDE
- Successful experience working with students at risk.
- Certified in the Youth Mental Health First Aid program, if not, MHSC will be trained.
- Working knowledge of appropriate strategies for reducing behavior that places students at risk of not being promoted, dropping out, or not graduating.
- Ability to effectively communicate with students and adults.
- Ability to develop, analyze, implement, and track prevention and intervention strategies and plans.
- Knowledge of and the ability to analyze and utilize data (e.g., school processes, student learning, demographics, and perception) to effectively impact student progress
- Knowledge, understanding, and ability to access available alternative education opportunities and community resources to further improve students' ability to succeed academically and behaviorally.

### **REVIEW PROCESS AND CRITERIA**

4. All LEA Mental Health Service Coordinator applications will be reviewed by a selection panel. The MHSC Review Form to be used by the review panel is as follows:

A maximum of 100 points will be allowed based on the following selection criteria:

<b>Mental Health Service Coordinator Review Criteria</b>	<b>Points</b>
<b>Application Submitted on Time with Signatures</b>	Yes/No
<b>Abstract</b>	10
<b>Population and School (s) Served</b>	15
<b>Rationale and Purpose</b>	20
<b>Roles and Responsibilities</b>	10
<b>Qualifications/Experiences/Abilities</b>	15
<b>Projected Timeline</b>	Yes/No
<b>Evaluation (Summative &amp; Formative)</b>	20
<b>Budget</b>	10
<b>Total</b>	<b>100</b>

As applications are reviewed and scored by two readers, the highest-ranking total scores will be recommended for selection to the State Superintendent of Education. If there is a discrepancy of more than 10 points between the two reviewers, a third reviewer will read.

To the best of my knowledge and belief, all the information and data in this agreement are true and correct. I acknowledge and agree that the failure to comply with all Assurances and Certifications in this agreement, all relevant provisions and requirements of the Education Trust Fund Authorization, Alabama Act 2020-169, or any other applicable law or regulation may result in liability under the False Claims Act, 31 U.S.C. § 3729, *et seq.* ; OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (No procurement) in 2 CFR Part 180, as adopted and amended as regulations of the Department in 2 CFR Part 3485; and 18 U.S.C. § 1001, as appropriate.

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LEA Chief School Financial Officer (Typed Name) Telephone Number

\_\_\_\_\_  
LEA Chief School Financial Officer (Signature) Date

\_\_\_\_\_  
LEA Superintendent (Typed Name) Telephone Number

\_\_\_\_\_  
LEA Superintendent (Signature) Date

General Information	
<b>Contact Information and Technical Assistance</b> If you have questions and/or need assistance, please contact: Alabama State Department of Education Prevention and Support Services Section Dr. Kay Atchison Warfield or call (334) 694-4717 ALSDE MEMO and Application were emailed to all city and county superintendents on June 9, 2021.	
Timelines	
APPLICATIONS should bear a legible post-mark or electronic submission date by June 22, 2021, or be hand-delivered by 5 p.m. (CSDT) on the same date.	
MAIL TO: Alabama State Department of Education Prevention and Support Services Section 5227 Gordon Persons Building P. O. Box 302101 Montgomery, AL 36130-2101 Attention: Dr. Kay Atchison Warfield	
OR Electronic Submission To: <a href="mailto:prevsuppfax@ALSDE.edu">prevsuppfax@ALSDE.edu</a>	
ALSDE Internal Use Only	

Date Application Received: \_\_\_\_\_

Date ALSDE Approved: \_\_\_\_\_

\_\_\_\_\_  
State Superintendent of Education and/or Designee Signature Date