

Safe and Supportive School Program

SSSP Data Collection Tool Guide

June 2022



Background

Texas Education Code §37.115(k) requires Safe and Supportive School Program (SSSP) teams to annually report their activities by campus to the Texas Education Agency (TEA). The TEA has developed a survey instrument to support reporting of the required data by SSSP teams. Each local education agency (LEA), which include public school districts and open enrollment charter schools, is responsible for developing policies and procedures for SSSP teams to collect and maintain documentation of reported threats, threat assessments conducted, and outcomes of each threat assessment for each campus they serve.

To support districts with this statutory requirement, the TEA has developed a tool aligned to the questions on the data reporting instrument that SSSP teams can use to collect and maintain data to facilitate annual data reporting to the agency. Use of this tool is not required by the TEA.

Data Collection Tool

The data collection tool is a Microsoft Excel based workbook that incorporates the data elements that SSSP teams are required to report to the TEA at the end of each school year. The workbook contains two sheets. One sheet collects data about threat reports and threat assessments by individual student. The collection of data on this sheet supports SSSP team maintenance of threat report and threat assessment data. This data is not reported to the TEA. The other sheet collects data about the SSSP team and provides aggregated data about the team activity. Data from this sheet is reported to the TEA using the annual reporting instrument.

Downloading and Using the Tool (Optional)

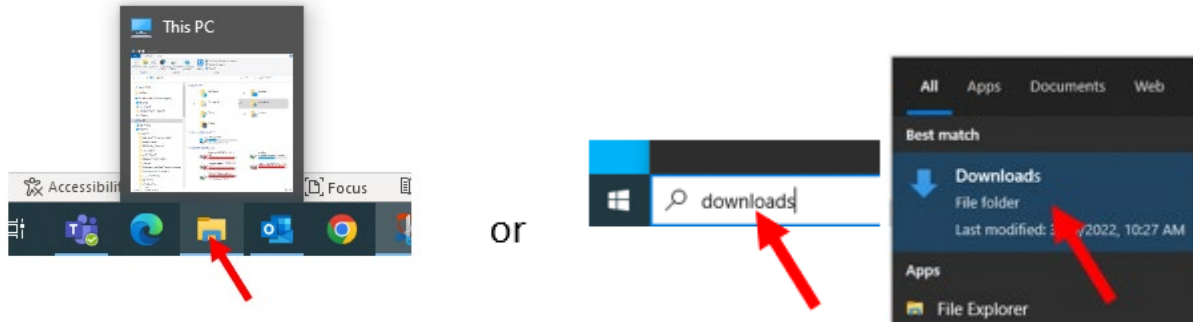
Downloading the Tool

A copy of the data collection tool can be downloaded from TEA's Safe and Supportive School Program webpage or by clicking the [Data Collection Tool](#) link.

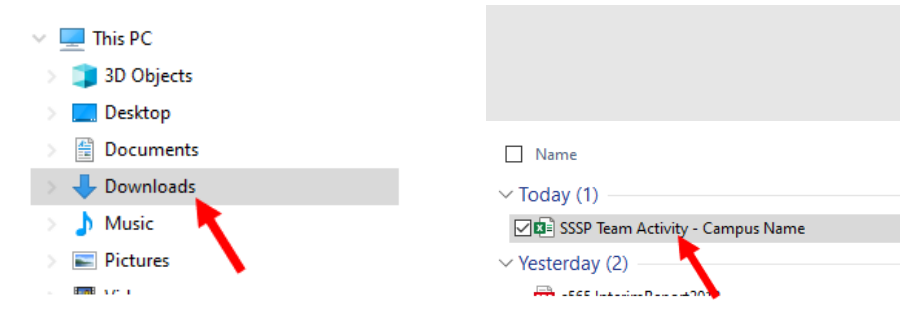
The excel workbook, **SSSP Team Activity – Campus Name**, will download to either the download folder or the folder you specified on your computer. Each SSSP team should create a copy of the tool for each campus that it serves to facilitate data reporting on the SSSP data reporting instrument.

Windows based Computers

To locate the workbook in the download folder on a Windows based computer, click on the file explorer icon or search for downloads in the Windows search bar.

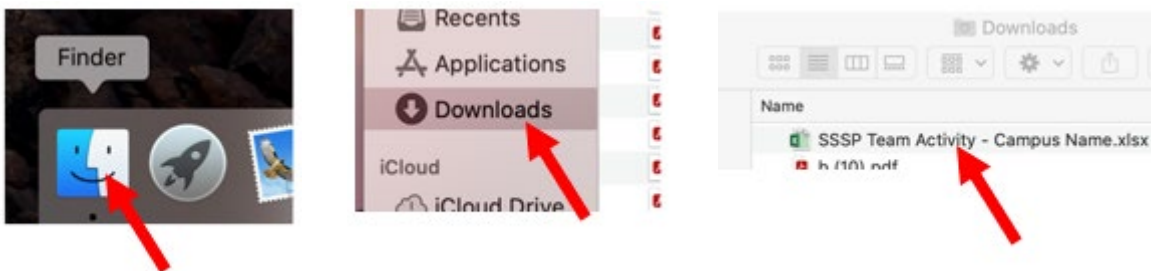


Click on Downloads and select the SSSP Team Activity – Campus Name workbook.



Macintosh OS Based Computers

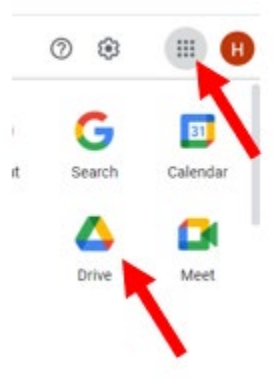
To locate the workbook on Macintosh OS based computers, click on Finder to locate the Downloads folder then select the SSSP Team Activity – Campus Name workbook.



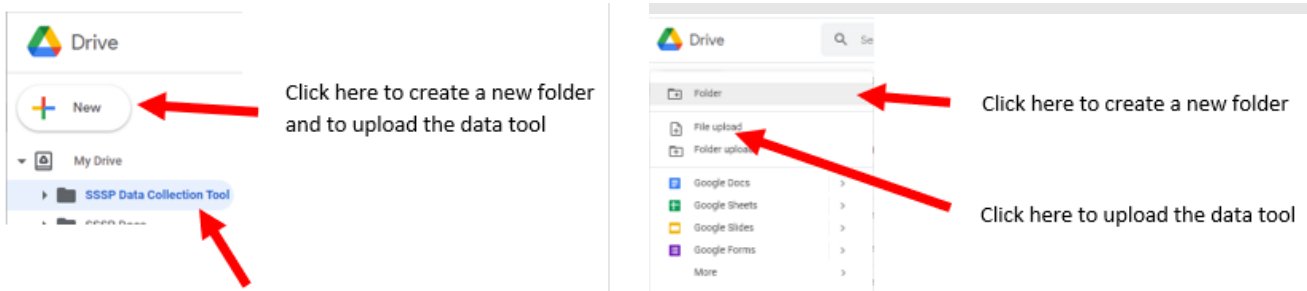
The data collection tool can be used as a workbook in the Microsoft Excel application or as a cloud-based application using Microsoft OneDrive or Google Drive.

Uploading the Tool into Google Drive (optional)

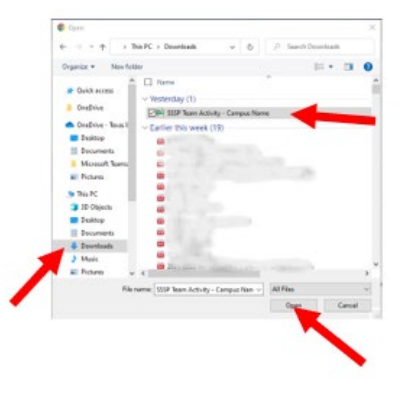
The data collection tool can be used as a Microsoft Excel workbook or uploaded to Google Drive as a Google Sheet. To use the tool in Google, the workbook will need to be uploaded to Google Drive. Sign into Google and open Google Drive from the grid in the corner of your browser.



Choose or create a new folder to upload the tool into.



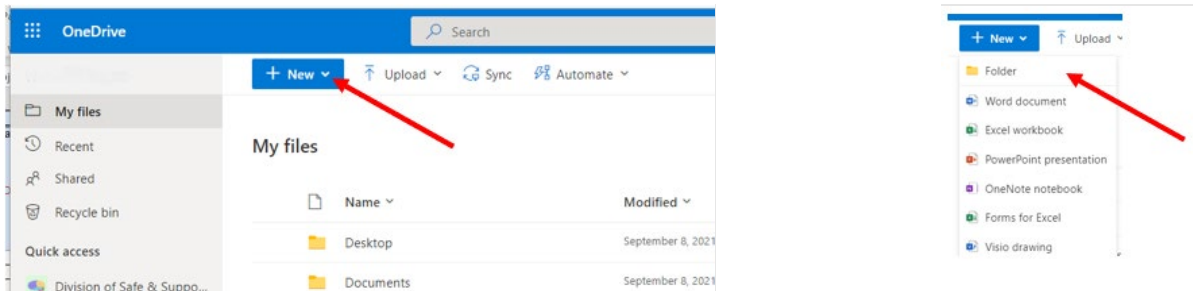
The workbook will be in the downloads folder or the folder you chose when downloading the workbook. You can upload it to Google Drive from this folder. When you click on the +New Button, you will be prompted to choose the file you want to upload.



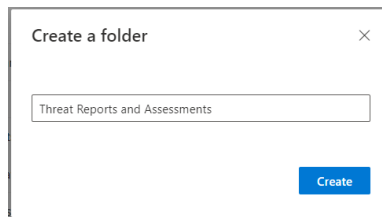
Uploading the Tool into Microsoft OneDrive (optional)

To use the tool in Microsoft OneDrive, upload the workbook to your online account. [Sign in to OneDrive](#) and choose or create a folder for the workbook upload.

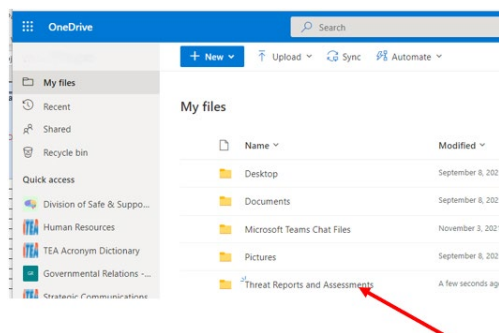
To create a new folder, click on the **+NEW** button and select **Folder**.



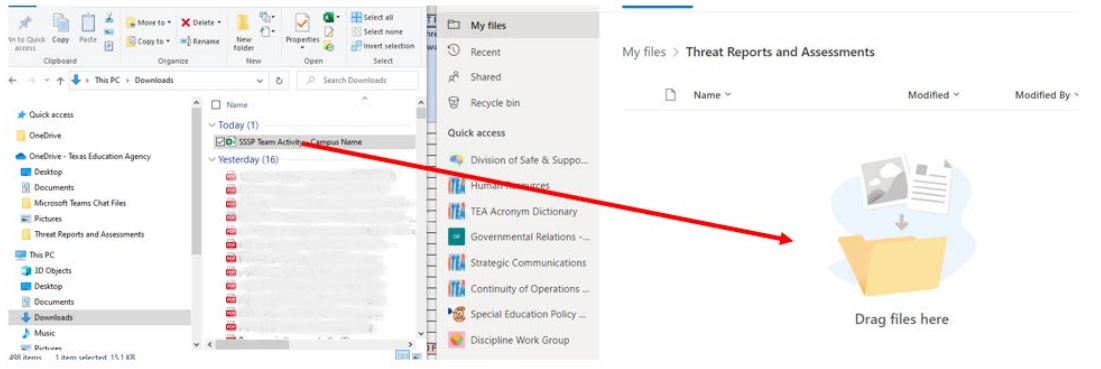
Choose a folder name that works for your SSSP team and create the folder. For the purpose of this guide, the folder will be named Threat Reports and Assessments.



Locate and select the folder.

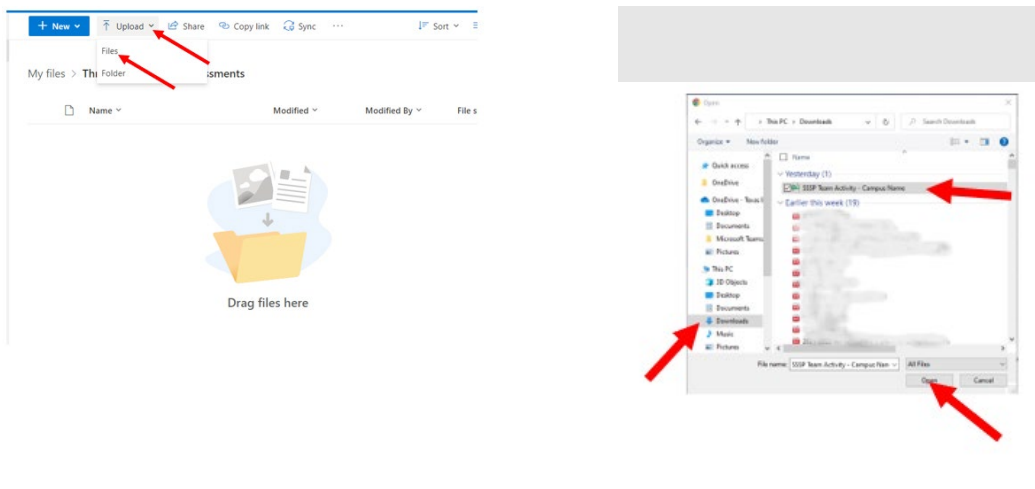


The workbook can be uploaded by either dragging it from the download folder or using the upload button.



OR

Click Upload and select Files. Choose the workbook from the Downloads folder and click Open.

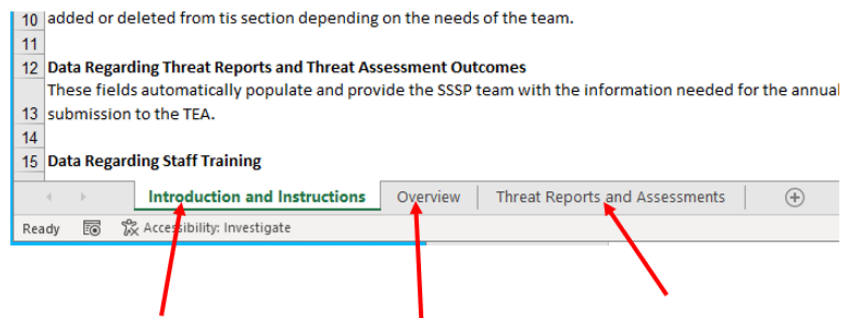


Using the Tool

Open the tool in either Microsoft Excel or in Google Sheets. In Google you can open it as an Excel workbook in Google or right click and choose "Open With" and "Google Sheets." Save a copy of the workbook for each campus using Save As or Make a Copy. Name the file using a convention that works best for your SSSP team.

Opening the Workbook

Double click on the workbook from the selected folder. The workbook will open to one of the three sheets contained in the workbook. The first sheet is named “Introduction and Instructions” and is located on the first tab at the bottom of the workbook. The second sheet is named “Overview” and is located on the second tab at the bottom of the workbook. This sheet calculates responses from the third sheet named “Threat Reports and Assessments” which is located on the third tab of the workbook.



The following sections provide detailed information about each of the sheets in the workbook and how they support the annual reporting of the activities of the SSSP team.

Threat Reports (Light Blue) Data should be recorded in each of these fields for each threat report received by the SSSP team regardless of whether a threat assessment was conducted.

- ③ **Date of threat report** – This field documents the date that the threat was reported to the team. Use the date format YYYY-MM-DD to facilitate sorting of threat reports and threat assessment outcomes by date. This field populates the “Total Number of Threats Reported to the Team” field on the Overview sheet.
- ④ **Behavior posed an immediate danger or imminent safety concern** – This field documents threat reports that contained elements that required an immediate response by school officials and/or law enforcement to ensure the safety of the individual who posed the threat, a target of the threat, or the school community. This field has a dropdown Y or N option. This field populates the “Number of threat reports that involve behavior that posed an immediate danger of imminent safety concern” field on the Overview sheet.
- ⑤ **Involved threats of violence or harm toward others** – This field documents threat reports that involved inflicting harm on a target, group of targets, or the school community at large. This field has a dropdown Y or N option. This field populates the “Number of threat reports that involve threats of violence toward others” field on the Overview sheet.
- ⑥ **Involved threats of violence toward self** – This field documents threat reports that involved the subject of the report inflicting harm to self. This field has a dropdown Y or N option. This field populates the “Number of threat reports that involve threats of violence toward self” field on the Overview sheet.
- ⑦ **Involved sexual harassment, sexual assault, stalking, domestic violence, or dating violence** – This field documents threat reports that involved any of aforementioned behaviors which can be defined as:
 - Sexual harassment - uninvited and unwelcomed verbal or physical behavior of a sexual nature (merriam-webster.com, 2022)
 - Sexual assault - illegal sexual contact that usually involves force upon a person without consent (merriam-webster.com, 2022)
 - Stalking - pursue obsessively and to the point of harassment (merriam-webster.com, 2022)
 - Domestic violence - violent or abusive behavior directed by one family or household member against another (merriam-webster.com, 2022)
 - Dating Violence - the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship (Texas Education Code, Sec. 37.0831(b)(1)(A))

This field has a dropdown Y or N option. This field populates the “Number of threat reports that involved sexual harassment, sexual assault, stalking, domestic violence, or dating violence” field on the Overview sheet. A response of “Y” in this field requires the involvement of the LEA Title IX Coordinator.

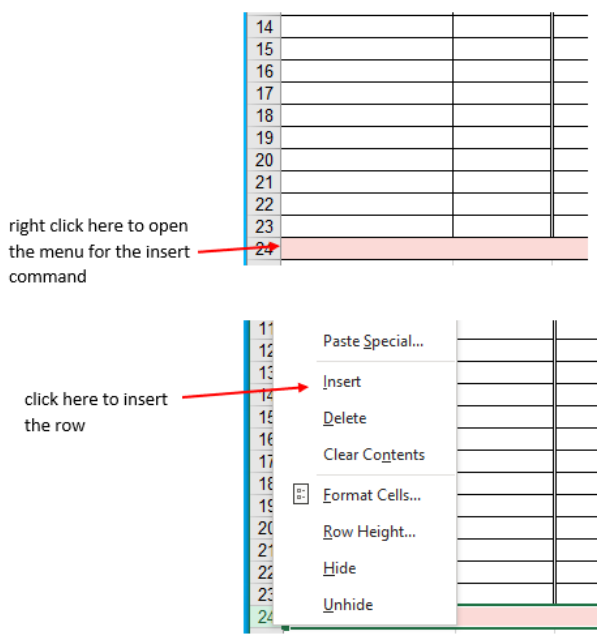
- ⑧ **The subject of the report was a student who receives special education services** – This field documents threat reports that identify the subject of the threat report as receiving special education services. This field has a dropdown Y or N option. This field populates the “Number of threat reports that involved subjects who receive special education services” field on the Overview sheet.
- ⑨ **The subject of the report was a student who receives 504 accommodations** - This field documents threat reports that identify the subject of the threat report as receiving 504 accommodations. This field has a dropdown Y or N option. This field populates the “Number of threat reports that involved subjects who receive 504 accommodations” field on the Overview sheet.

- ⑬ **One or more of the targets of threats received special education services or 504 accommodations** - This field documents whether one or more of the targets of the threat received special education services or 504 accommodations and may indicate that this student classification contributed to the reported threat. This data element may identify an opportunity to develop and implement school-wide and targeted strategies and supports that strengthen a positive school climate. This field has a dropdown Y or N option.
- ⑭ **Targets of the threat were members of a different racial group from the subject of the threat assessment** - race was a motivating factor – This field documents whether the racial group of the target was a contributing factor to the reported threat. This data element may identify an opportunity to develop and implement school-wide and targeted strategies and supports that strengthen a positive school climate. This field has a dropdown Y or N option.
- ⑮ **Targets of the threat were members of a different culture or lifestyle group** - This field documents whether the cultural or lifestyle group of the target was a contributing factor to the reported threat. For the purpose of this data element, cultural or lifestyle groups include groups of students that are organized by a common interest such as an academic organization, athletic team, agricultural interest, band participation, cheerleading team, LGBTQ identification or advocacy, religious organization, etc. This data element may identify an opportunity to develop and implement school-wide and targeted strategies and supports that strengthen a positive school climate. This field has a dropdown Y or N option.
- ⑯ **One or more of the targets of the threat engaged in bullying or cyberbullying of the subject of the threat assessment** - This field documents whether the subject of the threat assessment was the victim of bullying or cyberbullying by the target of the threat, the threat was made as a response to the bullying or cyberbullying. This data element may identify an opportunity to develop and implement school-wide and targeted strategies and supports that strengthen a positive school climate. This field has a dropdown Y or N option.
- ⑰ **Targets of the threat were referred for counseling or mental health support** - This field documents whether one or more of the targets of the threat were referred for counseling or mental health services. Select the Y option if the SSSP team referred the target for the services or supports even if the parent refused the services or support. The SSSP team should document the parent refusal and develop a plan of support for the student.

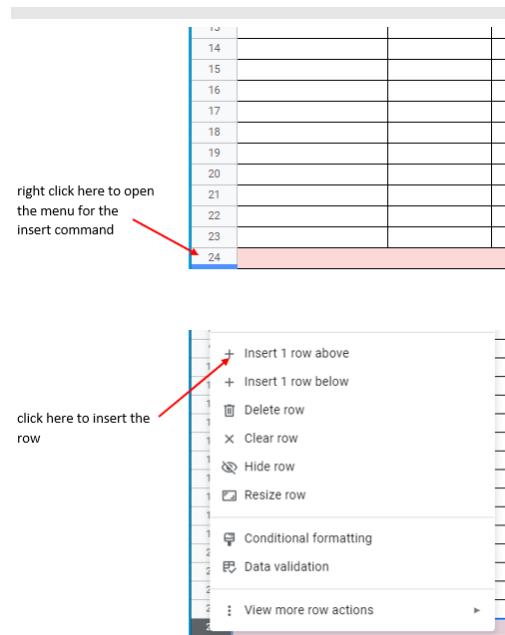
Adding additional rows to the sheet for additional students

Twenty rows are provided for the SSSP team to collect data on each threat report and threat outcome. If additional rows are needed, they can be added using the following procedure: right click on the row number and select insert (or insert 1 row above in Google sheets). Adding rows above this last row will maintain the formulas and automatic fill on the Overview tab.

Microsoft Excel



Google Sheets



Overview Sheet

The overview sheet contains the information necessary to complete annual SSSP data submission. The fields in the **Data Regarding Threat Reports** and **Data Regarding Threat Assessment Outcomes** sections will automatically populate based on the information entered on the **Threat Reports and Assessments** sheet. SSSP teams will need to manually enter the information in the **SSSP Team Membership** and **Data Regarding Staff Training** sections. Each of these sections is aligned to the questions in the annual data reporting instrument provided by the TEA.

SSSP Team Membership

SSSP Team Membership	
Member Name	Expertise Area
member	
member	Behavior Management
member	Classroom Instruction
member	Counseling
member	Emergency Planning
member	Law Enforcement
member	Mental Health/Substance Abuse
member	School Administration
member	School Safety and Security
member	
member	
member	
member	
member	

Type SSSP team member name here

Select team member area of expertise from the drop-down menu

To add additional rows for SSSP team members, follow the directions in the previous section “**Adding additional rows to the sheet for additional students**” using the row with the last member as the row to right click on.

Data Regarding Campus Staff Training

Data Regarding Staff Training	
①	Number of staff members (teachers, campus administrators, office staff, cafeteria staff, custodial staff, etc.) employed at the campus who regularly interact with students
②	Number of staff members at the campus who have received training in suicide prevention
③	Number of staff members at the campus who have received training in grief or trauma informed practices
④	Number of staff members at the campus who have received training in mental health or psychological first aid
⑤	Number of staff members at the campus who have received training in the district's Safe and Supportive School Program

Enter numerical information for each statement in the designated cell

- ① Number of staff members (teachers, campus administrators, office staff, cafeteria staff, custodial staff, etc.) employed at the campus who regularly interact with students – This field documents all staff

members associated with the campus who interact directly or indirectly with students. Regular interaction means with enough contact that the staff member is likely to notice that something is out of the ordinary regarding a student's behaviors and/or there is a physical manifestation of a change in emotional state. Example staff classifications are provided in the question. Enter a numerical value in this cell.

- ② Number of staff members at the campus who have received training in suicide prevention – This field documents staff members who have received suicide prevention training required under Texas Education Code (TEC), Sec. 38.351 in accordance with the cadence adopted by the LEA for both new and returning staff members.
- ③ Number of staff members at the campus who have received training in grief or trauma informed practices - This field documents staff members who have received training in grief and trauma informed practices required under TEC, Sec. 38.036 in accordance with the cadence adopted by the LEA for both new and returning staff members.
- ④ Number of staff members at the campus who have received training in mental health or psychological first aid – This field documents staff members who have completed a mental health or psychological first aid course. Although mental health or psychological first aid training is not required for all educators, each campus should have sufficient access to trained staff to adequately support members of the school community.
- ⑤ Number of staff members at the campus who have received training in the district's Safe and Supportive School Program – This field documents staff training that is required under the SSSP which includes:
 - training to develop the knowledge and skills to support each phase including prevention, mitigation, preparedness, response and recovery of crisis situations;
 - training in the LEA adopted MTSS framework that addresses school climate, campus and classroom routines and procedures that support physical, psychological, behavioral, social, emotional, and academic well-being; and
 - training in supports that promote community building skills, interpersonal relationship skills, the understanding of emotions and self-regulation, and general mental health wellness.

Using the Data

At the end of the school year, the SSSP team designee who has the responsibility to report the annual activities of the team to the TEA can use the information captured on the Overview sheet to input the data into the data reporting instrument provided by the TEA.

SSSP teams should include the data collected on both the Overview and Threat Reports and Assessment sheets as part of their annual data analysis to identify opportunities for improvement in school climate and student supports.

Support

Support for the use of this tool or the use of the SSSP team activity reporting instrument can be obtained by contacting the Division of Safe and Supportive Schools at SafeandSupportiveSchoolProgram@tea.texas.gov.

Additional information about the Safe and Supportive School Program is available on the SSSP webpage.

Texas Education Agency
Division of Safe and Supportive Schools
1701 N. Congress Avenue
Austin, Texas 78701
SafeandSupportiveSchoolProgram@tea.texas.gov

