

Quick Checklist for RAAPS-PH and RAAPS-OCPH Needs Assessment

Step	Logistics	Timeline
1. Determine Consent Procedure	<ul style="list-style-type: none"> What process will you utilize to inform parents of administration of school-wide needs assessment and youth discussion groups? CSHE recommends that notification is sent by the Principal (e.g., passive consent via automated phone call or letter home). 	The decision and the process for obtaining consent should begin immediately .
2. Plan for RAAPS Student Database	<ul style="list-style-type: none"> Will need student name, birthday, gender, grade, race/ethnicity. Discuss need for student demographics with school administration. Determine format of student demographics (e.g., Excel format or other) for transfer into HIPAA-protected RAAPS system. Plan for transfer of student demographic information. 	Discuss logistics with school leadership and begin to collect this information immediately .
3. Develop a Response Plan	<ul style="list-style-type: none"> Review assessment questions and determine which may warrant immediate responses. Develop an immediate response plan and team (including a “staff-up”, if necessary) in case required during or immediately after administration. 	April – May, 2017
4. Plan for RAAPS Administration	<ul style="list-style-type: none"> Begin to plan for staggered administration (classes/grades, equipment, timeline, etc.). Have headphones available for students who may require the questions to be read to them. 	April – May, 2017
5. Obtain RAAPS License	<ul style="list-style-type: none"> Provide name, telephone, address, and email of SBHC administrator with responsibility for administration of the needs assessment. This will initiate the licensing and registration process. Sign and return licensing agreement to Possibilities for Change *. 	May – June, 2017
6. Setup	<ul style="list-style-type: none"> Complete enrollment form identifying administrative users of the system (SBHC) and return to Possibilities for Change. Confirm capacity and availability of internet, and availability to RAAPS website is accessible (no firewall, etc. - technical details to follow). Select system administrators with some computer savvy. 	May – June, 2017
7. Create RAAPS Student Database	<ul style="list-style-type: none"> Participate in Possibilities for Change training for system administrators. Participate in CSHE training for strategic administration. Conduct RAAPS-[OC]PH system test (i.e., test assessments, pull reports). Upload or input students’ demographics. Create unique student ID (more information available in training). 	August 2017
8. Finalize RAAPS Administration & Response Plan	<ul style="list-style-type: none"> Customize health messages (more information available in training). Finalize staggered plan and schedule for school- wide administration (including immediate response plan). 	August 2017
9. Administration of RAAPS	<ul style="list-style-type: none"> Administer assessment school-wide. Follow-up on assessment responses as indicated in the immediate response plan. 	August – September, 2017
10. Synthesis & Planning	<ul style="list-style-type: none"> Review responses, compile aggregated reports, synthesize findings, and prepare for action planning (with assistance from CSHE). 	September – October, 2017

* CSHE will assume licensing and registration fees for administration of RAAPS-PH at the start of the 2017-2018 school year. In subsequent years, there is an annual \$600 license renewal fee.