# **Two Years of Case Management**

# Final Findings from the Communities In Schools Random Assignment Evaluation

# **Supplementary Appendixes**

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Appendix D

Surveys and Site Visits

This appendix presents the full text of all MDRC surveys administered during the second and final year of the evaluation. In addition, it presents information about the implementation site visits and summary counts for the in-person interviews conducted during visits to study schools in the spring of 2014, and describes the research team's approach to analyzing the qualitative site-visit data.

### **Student Survey Administration**

This appendix contains the full text of the student surveys discussed in the impact and implementation sections of the report. Several survey scales were adapted from the California Healthy Kids Survey (CHKS), with permission from the California Department of Education and WestEd. These items were based on selected items in Module A and resiliency items in Module B of the CHKS Middle School Survey.

As described in Chapter 1, both case-managed and non-case-managed students responded to *baseline surveys* in fall 2012, before case management began. Students then responded to *follow-up surveys* in spring 2013 and spring 2014. Of the 2,230 students in the first year of the study, 96.0 percent responded to the baseline survey and 93.9 percent responded to the first follow-up survey. Of the 1,764 students in the second year of the study, 80.3 percent responded to the second follow-up survey. At each school, representatives from the research team administered student surveys in groups that included a mix of students from the casemanaged and non-case-managed groups. The research team held make-up days for in-school survey administration, and then conducted surveys over the phone for a small number of students who were not present on the main administration day or the make-up day. In collecting these student survey data MDRC worked with Survey Research Management, whose staff managed the on-the-ground administration and data entry.

### Adult Survey Administration

This appendix also provides the complete text of both adult surveys discussed in Chapters 2 and 3 of the report — the Communities In Schools (CIS) site coordinator survey and the school leader survey. In late spring and summer of 2014, the study team administered surveys to school leaders and CIS site coordinators at all 24 participating schools. Both surveys were administered online and contained skip logic that displayed or hid certain questions from respondents based on their prior answers; the exhibits in this appendix include the full set of all items available in these surveys. School leaders at 22 of the 24 participating schools submitted *school leader surveys*, for a response rate of 91.7 percent. Of these 22 respondents, 15 were school principals or assistant principals, 6 were members of the student support services staff, and 1 held another

position. Thirty-one CIS site coordinators participating in the study submitted *site coordinator surveys*.

Because 8 of the 24 study schools had more than one CIS site coordinator participating in the study, a single set of site coordinator survey responses was created for each of these schools. That single set of responses was created for these eight schools by randomly selecting answers to each item or set of items (for items that hung together due to skip logic) from the school's multiple survey respondents, resulting in a single, composite set of survey answers for each school. All site coordinator survey findings presented in this report are based on one set of survey answers per school, including these eight composite responses.

### School Site Visits

In the spring of 2014 the study team visited 14 of the 24 schools participating in the evaluation in all four local affiliates. For the two affiliates with fewer than six study schools, the research team visited all the study schools. For the remaining two affiliates with six or more schools, the research team worked with the affiliate during the first year of the study to purposefully select a subset of the study schools, and the team visited the same schools during the second year of the study. Schools were selected to ensure a mix of school levels (middle school/high school) and site coordinator experience. In the largest affiliate the research team selected five schools to visit, and in the second-largest affiliate the team selected four schools to visit. Each site visit involved two members of the research team. The main focus of these visits was to conduct inperson interviews with site coordinators, school principals and support staff members (for example, guidance counselors and social workers), case-managed and non-case-managed students, CIS partners, and CIS affiliate staff members. Appendix Table D.1 presents counts and descriptions of the implementation interviews.

### Site Visit Data Analysis

All interviews were recorded and transcribed. As a means of data reduction, each interview was coded, using Dedoose, as containing discussions about school, district, or community context; facilitating or inhibiting factors for CIS case management; fidelity to the case management process (monitoring and evaluating student progress, service frequency and duration, and matching services to needs); CIS's role in the school; CIS external partners/personnel; and CIS services and site coordinators in relation to other school support services and support staff members. Using these coding data the team then developed analysis memos for each of these topics that described recurring themes in each and identified the number of schools in which certain topics were discussed. The analysis memos, along with some additional follow-up coding, were then used to create the report.

### **Appendix Table D.1**

### **Implementation Interview Respondents**

	Number of
Interview and Purpose	Respondents
School leader interviews. Interviews with the	
principal or assistant principal at each visited	
school to learn about school priorities, student	
support services, and the context for CIS	14
Site coordinator interviews. Interviews with	
the CIS site coordinators at each study school to	
learn about their duties and the CIS	
implementation story	18
Student interviews. Interviews with students in	
both case-managed and non-case-managed	
groups to learn about their experiences at school	
and in CIS	56
School support staff interviews. Interviews	
with school support staff to learn about other	
services available to students and the context for	
CIS	25
Affiliate interviews. Interviews with staff	
members at each CIS affiliate to learn about	
program priorities, staff training, and the district	
context for CIS	ç
Partner interviews. Interviews with CIS	
partners from each affiliate to learn about their	
work with CIS staff members and students	11
Number of schools visited	14

NOTE: Interviews were conducted by MDRC staff members during implementation site visits to 14 of the 24 study schools in spring 2014.

# Appendix Figure D.1 Year 2 School Leader Survey

	mdrc
<b>CIS National Evaluation</b>	
	Student Needs and Support Survey
the research team learn more ab school, challenges that students services. The survey will also asl offered at your school. Although	in the MDRC study of Communities In Schools. This survey is designed to help bout your school. This survey includes questions about your experience at your may face at your school, and the organization of your school's student support c you to provide some details regarding the types of services that may be we understand that CIS staff are often considered members of school staff, for se treat CIS staff as separate from school staff.
Your answers will be kept confide School officials, teachers, and oth Your responses will be automatic	<b>tary. You do not have to answer any question you do not want to answer.</b> ential and secure, and only researchers working on this project will see them. hers in your community will not have access to the information you provide. cally saved after you complete each page. You may return to this survey through to complete any unfinished items or to edit responses to a submitted survey.
Background: In this section of the survey, ple	ase provide some basic information about your experience in your school.
» 1. School Name	
» 2. Please select your position	n or role from the list below:
O Principal	
C Assistant Principal	
C Head of Guidance/Student Ser	vices
C Guidance Counselor	
C School Social Worker	
Other (please specify):	
3. How long have you held you please enter "3")	our position at this school? (include this year, e.g., if this is your third year,
Years:	
» 4. How long have you worke	d at this school in any position?
Years:	
» 5. How long have you been v	vorking in schools?
Years:	
	Page 1 of 5
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CIS National E	valuation	
School Information	on	
to understand to		and issues that students may face at your school. We'd like as at your school, and if they do, how your school might ble to students.
each item. Part A asks whether ther there are services	asks about the percent of students at you re are services provided to address the iss provided, parts C-E will ask about the priv	tion to answer each question. There are up to 5 parts to r school who face a given issue or challenge, and part B ue at your school. If this is an issue at your school and ority of the issue at your school, the approximate number of atch the needs of students who receive them.
Challenge or issu	e that may affect students:	
6. Poor academic	<u>c performance</u>	
» 6a. How many	students at your school face this issue?	(Please do your best to provide an estimate)
Please select on	e 🔽	
h Are there a	anvices provided to address this challen	ge at your school? (Check all that apply)
		je at your school: (check an that apply)
Yes, by school		
Yes, by CIS (c		
Yes, by other	providers	
Г No		
c. How much of a priority is this issue at	d. How many students for whom this is an issue receive services that attempt to	e. For students receiving services, how well do the services
your school?	address this issue?	address this issue?
		(continued

<ul> <li>&gt; 7a. How many students at your school face this issue? (Please do your best to provide an estimate)</li> <li>Please select one </li> <li>&gt; 7b. Are there services provided to address this challenge at your school? (Check all that apply)</li> <li>Yes, by school staff</li> <li>Yes, by other providers</li> <li>No</li> <li>c. How much of a priority is issue receive services that attempt to issue receive services that attempt to address this issue?</li> <li>e. For students receiving services, how well do the services address this issue?</li> <li>Se. Behavior/discipline problems</li> <li>&gt;&gt; 8a. How many students at your school face this issue? (Please do your best to provide an estimate)</li> <li>Please select one </li> <li>&gt;&gt; 8b. Are there services provided to address this challenge at your school? (Check all that apply)</li> <li>Yes, by school staff</li> <li>Yes, by school staff</li> <li>Yes, by clS (or CIS partners)</li> <li>Yes, by school staff</li> <li>Yes, by clS (or CIS partners)</li> <li>Yes, by school staff</li> <li>Yes, by school staff</li> <li>Yes, by clS (or CIS partners)</li> <li>Yes, by other providers</li> </ul>	7. Poor attendance	
>> 7b. Are there services provided to address this challenge at your school? (Check all that apply)   Yes, by school staff   Yes, by CIS (or CIS partners)   Yes, by other providers   No   c. How much of a priority is d. How many students for whom this is an this issue at issue receive services that attempt to address this issue? e. For students receiving services, how well do the services address this issue? S. Behavior/discipline problems > 8a. How many students at your school face this issue? (Please do your best to provide an estimate) Please select one \$ > 8b. Are there services provided to address this challenge at your school? (Check all that apply) Yes, by school staff Yes, by clos (or CIS partners) Yes, by other providers	» 7a. How many students at your school face this issue?	Please do your best to provide an estimate)
Yes, by school staff Yes, by cIS (or CIS partners) Yes, by other providers No c. How much of a priority is d. How many students for whom this is an this issue at your school? address this issue? e. For students receiving services, how well do the services address this issue? S. Behavior/discipline problems 8a. How many students at your school face this issue? (Please do your best to provide an estimate) Please select one  8b. Are there services provided to address this challenge at your school? (Check all that apply) Yes, by school staff Yes, by cIS (or CIS partners) Yes, by other providers	Please select one	
<ul> <li>Yes, by CIS (or CIS partners)</li> <li>Yes, by other providers</li> <li>No</li> <li>c. How much of a priority is this issue at issue receive services that attempt to address this issue?</li> <li>e. For students receiving services, how well do the services address this issue?</li> <li>S. Behavior/discipline problems</li> <li>8a. How many students at your school face this issue? (Please do your best to provide an estimate)</li> <li>Please select one </li> <li>8b. Are there services provided to address this challenge at your school? (Check all that apply)</li> <li>Yes, by school staff</li> <li>Yes, by cIS (or CIS partners)</li> <li>Yes, by other providers</li> </ul>	» 7b. Are there services provided to address this challeng	je at your school? (Check all that apply)
Yes, by other providers         No         c. How much of a priority is this issue receive services that attempt to address this issue?       e. For students receiving services, how well do the services address this issue?         S. Behavior/discipline problems         *       8a. How many students at your school face this issue? (Please do your best to provide an estimate)         Please select one *         *       8b. Are there services provided to address this challenge at your school? (Check all that apply)         Yes, by school staff         Yes, by other providers	Yes, by school staff	
<ul> <li>No</li> <li>c. How much of a priority is this issue at your school?</li> <li>d. How many students for whom this is an issue receive services that attempt to address this issue?</li> <li>e. For students receiving services, how well do the services address this issue?</li> <li>S. Behavior/discipline problems</li> <li>8a. How many students at your school face this issue? (Please do your best to provide an estimate)</li> <li>Please select one I</li> <li>8b. Are there services provided to address this challenge at your school? (Check all that apply)</li> <li>Yes, by school staff</li> <li>Yes, by CIS (or CIS partners)</li> <li>Yes, by other providers</li> </ul>	Yes, by CIS (or CIS partners)	
<ul> <li>c. How much of a priority is this issue at issue receive services that attempt to address this issue?</li> <li>e. For students receiving services, how well do the services address this issue?</li> <li>S. Behavior/discipline problems</li> <li>8a. How many students at your school face this issue? (Please do your best to provide an estimate)</li> <li>Please select one </li> <li>8b. Are there services provided to address this challenge at your school? (Check all that apply)</li> <li>Yes, by school staff</li> <li>Yes, by CIS (or CIS partners)</li> <li>Yes, by other providers</li> </ul>	Yes, by other providers	
<ul> <li>a priority is this issue at your school?</li> <li>B. Behavior/discipline problems</li> <li>8. Behavior/discipline problems</li> <li>8. A How many students at your school face this issue? (Please do your best to provide an estimate)</li> <li>Please select one I</li> <li>8. Bound to address this challenge at your school? (Check all that apply)</li> <li>Yes, by school staff</li> <li>Yes, by cIS (or CIS partners)</li> <li>Yes, by other providers</li> </ul>	No	
8. Behavior/discipline problems         >> 8a. How many students at your school face this issue? (Please do your best to provide an estimate)         Please select one Image: Select one Image: Please select one Image: Select one Im	a priority is d. How many students for whom this is an issue receive services that attempt to your school? address this issue?	address this issue?
Please select one Image: Select		
<ul> <li>&gt;&gt; 8b. Are there services provided to address this challenge at your school? (Check all that apply)</li> <li>Yes, by school staff</li> <li>Yes, by CIS (or CIS partners)</li> <li>Yes, by other providers</li> </ul>	» 8a. How many students at your school face this issue?	(Please do your best to provide an estimate)
<ul> <li>☐ Yes, by school staff</li> <li>☐ Yes, by CIS (or CIS partners)</li> <li>☐ Yes, by other providers</li> </ul>	Please select one	
<ul> <li>☐ Yes, by CIS (or CIS partners)</li> <li>☐ Yes, by other providers</li> </ul>	» 8b. Are there services provided to address this challeng	je at your school? (Check all that apply)
☐ Yes, by other providers	Yes, by school staff	
	Yes, by CIS (or CIS partners)	
□ No	Yes, by other providers	
	□ No	

<b>_</b>	•	
	I behavior (e.g. drug use, gang participa	<u>ition, sexual activity)</u> (Please do your best to provide an estimate)
Please select on		(riease do your best to provide an estimate)
Please select on	a 🔽	
b. Are there s	ervices provided to address this challeng	ge at your school?
Yes, by school	staff	
Yes, by CIS (o		
Yes, by other p	providers	
No		
a priority is this issue at your school?	d. How many students for whom this is an issue receive services that attempt to address this issue?	e. For students receiving services, how well do the services address this issue?
-		
Lack of paren	tal involvement/support	
		? (Please do your best to provide an estimate)
Please select on	e 💌	
Please select on Ob. Are there	e 💌	? (Please do your best to provide an estimate) nge at your school? (Check all that apply)
Please select on <b>Ob. Are there</b> Yes, by school	services provided to address this challer	
Please select on <b>Ob. Are there</b> Yes, by school Yes, by CIS (o	e I services provided to address this challer staff r CIS partners)	
Please select on	e I services provided to address this challer staff r CIS partners)	

11. Family instability (e.g., mobility, changes in custody or guardianship, parental incarceration)
» 11a. How many students at your school face this issue? (Please do your best to provide an estimate)
Please select one
» 11b. Are there services provided to address this challenge at your school? (Check all that apply)
Yes, by school staff
Yes, by CIS (or CIS partners)
Yes, by other providers
□ No
c. How much of a priority is this issue at your school?
» <u>12. Other (if applicable):</u>
<ul> <li>&gt;&gt; 12a. How many students at your school face this issue? (Please do your best to provide an estimate)</li> <li>Please select one </li> </ul>
(continued)

» 12b. Are there	services provided to address this challe	enge at your school? (Check all that apply)
Yes, by school	staff	
T Yes, by CIS (o	r CIS partners)	
Yes, by other p	providers	
□ No		
c. How much of a priority is this issue at your school?	d. How many students for whom this is an issue receive services that attempt to address this issue?	e. For students receiving services, how well do the services address this issue?
» 13. Please list issues:	up to 3 things that make it easier for yo	u to provide support services for students facing these
а.		
b.		
с.		
» 14. Please list	up to 3 things that make it difficult to a	ddress these needs in your school:
а.		
b		
с.		
» 15. What is the	e student mobility rate in your school? (	please provide your best estimate)
Percent:		
» 16. Of all stude	ents at your school, what percentage we	ould you describe as being at risk of dropping out?
Please select on	e 💌	
		Page 2 of 5 (continued)
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S Nation	al Evaluation			
ganizatio	n of student sup	port services:		
			and provision of student support com	viene at very select ouch a
		, social work, and pupil p	n and provision of student support serv personnel services.	nces at your school, such as
	ere staff membe n your school?	ers at your school whos	e responsibility it is to direct, oversee	e or manage student suppo
Yes				
No				
		rs who have this manag rather than names of s	ement responsibility for student supp pecific staff members.)	port services in your schoo
a. Job Title				
b. Job Title				
			ow, please enter the number of full ti is at your school. (If you do not knov	
(FTE), nev approxima If the posi in the row	w FTE employee ation is fine.) ition is <u>not</u> offer v blank. To provi	s, and average caseload ed at your school, pleas	Is at your school. (If you do not knov e check the box in the first column ar nplete picture of student services, ple	v the exact number, an nd leave the remaining iter
(FTE), nev approxima If the posi in the row student su	w FTE employee ation is fine.) ition is <u>not</u> offer v blank. To provi	s, and average caseload ed at your school, pleas de us with the most cor	Is at your school. (If you do not knov e check the box in the first column ar nplete picture of student services, ple	v the exact number, an nd leave the remaining iter ease include any other
(FTE), nev approximi If the posi in the row student su Guidance	w FTE employee ation is fine.) ition is <u>not</u> offer blank. To provi upport positions My school does <u>not</u> have this	s, and average caseload ed at your school, pleas de us with the most cor at your school in the sp	Is at your school. (If you do not knov e check the box in the first column ar nplete picture of student services, ple ace below. How many of these FTE employees	v the exact number, an nd leave the remaining iter ease include any other Average caseload or number
(FTE), nev approxima If the posi in the row student su Guidance Counselor Social	w FTE employee ation is fine.) ition is <u>not</u> offer blank. To provi upport positions My school does <u>not</u> have this position	s, and average caseload ed at your school, pleas de us with the most cor at your school in the sp	Is at your school. (If you do not knov e check the box in the first column ar nplete picture of student services, ple ace below. How many of these FTE employees	v the exact number, an nd leave the remaining iter ease include any other Average caseload or number
(FTE), nev approxima If the posi in the row student su Guidance Counselor Social Worker CIS staff	w FTE employee ation is fine.) ition is <u>not</u> offer y blank. To provi upport positions My school does <u>not</u> have this position	s, and average caseload ed at your school, pleas de us with the most cor at your school in the sp	Is at your school. (If you do not knov e check the box in the first column ar nplete picture of student services, ple ace below. How many of these FTE employees	v the exact number, an nd leave the remaining iter ease include any other Average caseload or number
(FTE), nev approxima If the posi in the row student su Guidance Counselor Social Worker CIS staff member You may a	w FTE employee ation is fine.) ition is <u>not</u> offer blank. To provi poort positions My school does <u>not</u> have this position	s, and average caseload ed at your school, pleas de us with the most cor at your school in the sp FTE rstudent support positi	Is at your school. (If you do not knov e check the box in the first column ar nplete picture of student services, ple bace below. How many of these FTE employees were new to your school in 2013-14?	v the exact number, an ad leave the remaining iter ease include any other Average caseload or number of students served per FTE:
(FTE), nev approxima If the posi in the row student su Guidance Counselor Social Worker CIS staff member You may a Stude	W FTE employee ation is fine.) ition is <u>not</u> offer blank. To provi upport positions My school does <u>not</u> have this position	s, and average caseload ed at your school, pleas de us with the most cor at your school in the sp FTE rstudent support positi	Is at your school. (If you do not know e check the box in the first column ar nplete picture of student services, ple ace below. How many of these FTE employees were new to your school in 2013-14?	v the exact number, an nd leave the remaining iter ease include any other Average caseload or number of students served per FTE:
(FTE), nev approxima If the posi in the row student su Guidance Counselor Social Worker CIS staff member You may a	w FTE employee ation is fine.) ition is <u>not</u> offer blank. To provi poort positions My school does <u>not</u> have this position	s, and average caseload ed at your school, pleas de us with the most cor at your school in the sp FTE rstudent support positi	Is at your school. (If you do not knov e check the box in the first column ar nplete picture of student services, ple bace below. How many of these FTE employees were new to your school in 2013-14?	v the exact number, an ad leave the remaining iter ease include any other Average caseload or number of students served per FTE:

19. Please select how cou	unselors are assigned to students at your school:
C By student grade	
C By student last name or st	udent ID number
C By subject area or groups	of teachers (such as homeroom assignment, English class assignment)
C By specific programs, such	as IB/Honors
Other (please describe):	
Please enter the number of	of FTE counselors serving each student grade:
12th grade:	
11th grade:	
10th grade:	
9th grade:	
8th grade:	
7th grade:	
6th grade:	
(Optional) Please provide	e any additional information about guidance assignment at your school:
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» 20. Do students work with the same counselor throughout their time at your school?
C Yes
C No
» When are students reassigned a counselor? (Check all that apply)
🔽 Students change counselors each school year
「 Students change counselors less often than each school year (e.g., same counselor for 9th and 10th grade)
Cher (please specify):
21. Sometimes key staff members focus on certain populations for additional services beyond classroom instruction. At your school, are there one or more student support staff members who have special responsibility <u>outside of classroom instruction</u> for the following issues or groups of students? (Check all that apply)
College and career support/planning
English Language Learners
Special Education students
Honors/Gifted students
Family outreach/family support
Students at risk of dropping out
a. Other group of students:
» 22. Are student support services detailed specifically in your School Improvement Plan or other publicly available document that includes school goals?
C Yes
C No
» 23. Does your school provide professional development (PD) for student support staff specific to their job responsibilities?
C Yes
C No
» 24. Does your school provide PD for non-student support staff (e.g., content area teachers) focused on student support services?
C Yes
C No
» Check if PD is provided in the following areas:
$ar{ar{\square}}$ Direct support to students for issues outside of classroom instruction and management
$ar{ar{\square}}$ Best practices for working with school counselors, social workers, etc.
T Other (please describe):
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### **CIS National Evaluation**

#### 25. Services available to students

Earlier in the survey we asked you about challenges faced by students in your school and whether there were services available to address them. In the following questions we'll ask you to focus on specific services that may be offered at your school.

In the following questions, please choose the appropriate description of each student service at your school. If a service is <u>not</u> offered at your school, please check the box in the first column and leave the remaining items in the row blank.

	This service is <u>not</u> offered at my school	What percentage of students at your school receive this service?	Service Availability	How often is this service provided or available?	School staff	Key service providers (mark all that apply) CIS or CIS partners	Other providers
Service Type							
a. Academic assistance (tutoring, homework help)	Г		×		Γ	Γ	
b. Mentoring	Г		•		Γ		Г
c. Community Service/Service Learning	Γ			•		Г	Г
d. College planning and preparation	Г	•	•	<b></b>		Г	Г
e. Career development/readiness programs	Г			•		Г	Г
f. Job shadowing or internship	Г	•	•	<b></b>	Г	Г	Г
g. After or before- school programs			•	•	Г	Γ	Г



	This service is <u>not</u> offered at my school	What percentage of students at your school receive this service?	Service Availability		v often is this servic ovided or available?		School staff	Key service providers (mark all that apply) CIS or CIS partners	Other providers
h. Exercise class or club/ Obesity intervention and prevention	Γ					•	Г		
<ol> <li>Truancy prevention activities</li> </ol>	Γ					-			Г
j. Gang intervention/prevention	Г					-			Г
k. Pregnancy prevention						-			Γ
I. Bullying Prevention	Γ					-		Г	Γ
m. Drug abuse prevention	Г			1		-	Γ		
				-					
	This service is <u>not</u>	What percentage of students at		-				Key service providers (mark all that apply)	
	service	percentage of		Hov	v often is this servi ovided or available:		School staff	service providers (mark all that	Other providers
n. Linkages to basic needs/resources (food/clothing/financial)	service is <u>not</u> offered at my	percentage of students at your school receive this		Hov	v often is this servi			service providers (mark all that apply) CIS or CIS	
n. Linkages to basic needs/resources	service is <u>not</u> offered at my school	percentage of students at your school receive this service?	Service Availability	Hov pre	v often is this servi	?	staff	service providers (mark all that apply) CIS or CIS partners	providers
n. Linkages to basic needs/resources (food/clothing/financial) o. Physical health	service is <u>not</u> offered at my school	percentage of students at your school receive this service?	Service Availability	Hov pro	v often is this servi	? ▼	staff	service providers (mark all that apply) CIS or CIS partners	providers
n. Linkages to basic needs/resources (food/clothing/financial) o. Physical health screening p. Individual family engagement activities (e.g. student and	service is <u>not</u> offered at my school	percentage of students at your school receive this service?	Service Availability	Hov pro	v often is this servi	, 	staff	service providers (mark all that apply) CIS or CIS partners	providers

26. Schools often provide support to students involving closer contact with an adult, either through small groups or one-on-one meetings.

In the following table, please choose the appropriate description of each student service at your school. If a service is <u>not</u> offered at your school, please check the box in the first column and leave the remaining items in the row blank.

	This service is <u>not</u> offered at my school	What percentage of students at your school receive this service?	Meeting type One on one meeting with an adult	Group meeting with adult and peers	How often is this service provided or available?	School staff	Key service providers (mark all that apply) CIS or CIS partners	Other providers
Service Type								
a. Meeting with adult staff to discuss academic goals		•		Γ			Г	
b. Substance abuse support programs	Γ	•	Γ	Γ	•	Γ	Γ	Γ
<ul> <li>c. Pregnancy/Parenting support programs</li> </ul>	Γ	•	Γ	Γ	•		Г	
d. Programs for adjudicated youth	Г	•	Γ		•		Г	
e. Grief support programs	Γ	•	Γ	Γ	<b>•</b>		Г	
f. Programs for LGBT youth	Г	•	Г	Γ	<b>•</b>		Г	Γ
g. Behavior intervention		•		Γ			Γ	
h. Anger management/conflict resolution	Γ	•	Г	Γ	•	Γ	Γ	Г

» 27. When determining services to offer students, from which of the following sources do you seek input? (Check all that apply)

☐ Students

Parents/Family

C School Administrators

 $\square$  Other school faculty (e.g. guidance counselors)

☐ Government agencies (e.g. juvenile justice)

C Other

Thank you for your time! Please click "Submit" to save and submit your survey responses. You may return to your submitted survey to review and update your answers by following the link provided in your email.

Page 5 of 5

### Appendix Figure D.2 Year 2 Site Coordinator Survey

# mdrc

#### **CIS National Evaluation**

#### Case Management Survey

Thank you for your participation in the MDRC study of Communities In Schools. This survey is designed to help the research team learn more about CIS case management in your school. This survey includes questions about your experience in CIS, challenges that students may face at your school, and the delivery of student support services.

This survey is completely voluntary. You do not have to answer any question you do not want to answer. Your answers will be kept confidential and secure, and only researchers working on this project will see them. School or CIS officials, teachers, and others in your community will not have access to the information you provide.

Your responses will be automatically saved after you complete each page. You may return to this survey through the link provided in your email to complete any unfinished items or to edit responses to a submitted survey.

Please note that the language regarding case management varies across the affiliates in the study. We have done our best to make the terminology in this survey appropriate for all the participating CIS affiliates, and we appreciate your understanding. Feel free to reach out to our team if you have any questions at all.

#### **Background:**

In this section of the survey, please provide some basic information about yourself and your experience in your school.

55	1.	CIS	Affiliate	Name:

Please select one ...

» 2. School Name:

» 3. How long have you held your position at this school? (include this year, e.g., if this is your third year, please enter "3")

Years:

» 4. How long have you worked as a Site Coordinator/Program Manager/Student Support Specialist in any school?

Years:

» 5. How long have you worked for Communities in Schools?

Years:

Completed: 6% (continued)

mdrc	
CIS National Evaluation	
Background (continued):	
» 6. Please list your undergraduate major:	
» 7. Do you hold a graduate degree?	
C Yes	
<ul> <li>No, but currently pursuing a degree</li> <li>No, not currently pursuing a degree</li> </ul>	
No, not currently pursuing a degree	
» 7a. Please list your graduate school major/degree:	
» 8. Are you fluent in any languages other than English?	
□ No □ Yes, Spanish	
res, Spanish	
» 9. What is the total number of students on your case management list (Level 2) this year?	
» 10. In a typical week, how do you spend your time in school? (Please enter the percent of time you spend on each item, with a total of 100% across all items)	
Planning for and/or providing Level 1 or school-wide activities that CIS staff (including interns) provide	
Planning for and/or providing Level 2 activities that CIS staff (including interns) provide	
Working with / Managing external or community partners who provide Level 1 services	
Working with / Managing external or community partners who provide Level 2 services	
CIS-related administrative work (record-keeping, report provision, other tasks, etc.)	
Other responsibilities	
Total	

Completed: 12% (continued)

	mc	lrc	
CIS National Evaluation	1		
CIS Case Managed Studen	Service Planning and Provision		
	asks about some key challenges degree students face these chal les.		
Parts A and B ask about th challenge, and part C asks school and there are service	de information about student ne e percent of students at your scl if services are available to addro es provided, parts D-F ask abou nts receive services, and how w	hool and on your caseload wh ess the issue at your school. I It the priority of the issue for	o face a given issue or If this is an issue at your CIS at your school, how
Challenge or issue that ma	y affect students:		
11. Poor academic perform	iance		
» 11a. How many of all st	<i>Idents</i> at your school face this is	ssue? (Please provide your be	est estimate)
Please select one 🔳			
» 11b. How many of CIS c best estimate)	ase managed students at your s	school face this issue? (Please	e provide your
Please select one 💌			
» 11c. Are there services p	provided to address this challeng	ge at your school? (Check all	that apply)
Yes, by school staff	Yes, by CIS (or CIS partners)	Yes, by other providers	No
Г	Г	Г	Г
CIS at your for who	any CIS case managed students m this is an issue receive any f. ces that address this issue?	For CIS case managed students re the services addres	
	×		

<u>12.</u>	. Poor attenda	nce			
-	<b>12a. How man</b> Please select on	-	ents at your school face this is	ssue? (Please provide your be	st estimate)
	12b. How man pest estimate)	y of CIS case	e managed students at your s	chool face this issue? (Please	provide your
	Please select on	_	vided to address this challend	je at your school? (Check all ti	hat apply)
<i></i>			national country index of an overlap and other international statements in the statement of t	<ul> <li>Marine Processes and consideration of the constant constant of the second s</li></ul>	
	Yes, by sch	ool staff	Yes, by CIS (or CIS partners)	Yes, by other providers	No
	d. How much of a priority is this issue for CIS at your school?	for whom	CIS case managed students this is an issue receive any f. that address this issue?	For CIS case managed students rec the services address	
	<u>. Behavior/dis</u> 13a. How man			ssue? (Please provide your be	st estimate)
	Please select on	e 💌			
					(continued)

	13b. How many best estimate)	of CIS case	managed students at your	school face this issue? (Plea	ase provide your
	Please select one	💌			
»	13c. Are there s	ervices prov	vided to address this challe	nge at your school? (Check a	all that apply)
	Yes, by scho	ol staff	Yes, by CIS (or CIS partners)		No
	Г			Г	Г
	d. How much of a priority is this issue for CIS at your school?	for whom t	CIS case managed students his is an issue receive any that address this issue?	f. For CIS case managed students the services add	
	<b>_</b>		V		•
» »	14a. How many Please select one	of all stude		issue? (Please provide your	
»	14c. Are there s	ervices prov	vided to address this challe	nge at your school? (Check a	all that apply)
	Yes, by scho	ol staff	Yes, by CIS (or CIS partners)	· · _ ·	No
	d. How much of a priority is this issue for CIS at your school?	for whom t	CIS case managed students his is an issue receive any that address this issue?	F. For CIS case managed students the services add	

Please select one 🔻	1	renerative X constructed Francesconter Francesco established	
Please select one	1		
.5b. How many <i>of Cl</i> pest estimate)	S case managed students at your s	chool face this issue? (Please p	provide your
Please select one 💌	J		
5c. Are there servic	es provided to address this challeng	je at your school? (Check all th	at apply)
Yes, by school staf	ff Yes, by CIS (or CIS partners)	Yes, by other providers	No
Г	Г	Γ	Г
	w many CIS case managed students		
school? s	ervices that address this issue?	For CIS case managed students rece the services address	
Family instability (e	ervices that address this issue? '	the services address guardianship, parental incarce	his issue?
Family instability (e	ervices that address this issue? '	the services address guardianship, parental incarce	his issue?
Family instability (e 6a. How many of all lease select one I	ervices that address this issue? '	the services address ( guardianship, parental incarce ssue? (Please provide your best	nation) : estimate)
Family instability (e 6a. How many of all lease select one I 6b. How many of Cl est estimate)	ervices that address this issue? '	the services address ( guardianship, parental incarce ssue? (Please provide your best	nation) : estimate)
School? S School? S Family instability (e 6a. How many of all Please select one S 6b. How many of C1 est estimate) Please select one S	ervices that address this issue? '	the services address ( guardianship, parental incarce ssue? (Please provide your best school face this issue? (Please p	ration) : estimate) provide your
school? s Family instability (e 6a. How many of all Please select one 6b. How many of Cl test estimate) Please select one Please select one	ervices that address this issue? .g., mobility, changes in custody or I students at your school face this is S case managed students at your s es provided to address this challeng	the services address ( guardianship, parental incarce ssue? (Please provide your best school face this issue? (Please p	ration) : estimate) provide your

	d. How much of a priority is this issue for CIS at your school?	e. How many CIS case managed students for whom this is an issue receive any services that address this issue?	f. For CIS case managed students receiving services, how well do the services address this issue?
	<b>•</b>		
»	(Optional) Plea space below:	se provide any additional information a	about student needs and challenges at your school in the
			Completed: 18%
		m	drc
С	IS National I	Ivaluation	
»	17. Of all stu	dents at your school, what percentag	ge would you describe as being at risk of dropping out?
	Please select o	ne 💌	
**	18. Of all <i>CIS</i> risk of droppin		ool, what percentage would you describe as being at
	Please select o	ne 💌	
			Completed: 25%
			(continued)



#### **CIS National Evaluation**

CIS Case Managed Student Service Provision: Level 2 Services

Earlier in the survey we asked you about challenges faced by students in your school and whether there were services available to address them. In the following questions, we ask you to focus on specific services that may be offered at your school.

The following questions provide a list of services, and ask you to describe the provision of these services for Level 2, or case managed students. In the next section you will be asked about Level 1 or whole-school service provision. If a service is offered as both a Level 1 and Level 2 service at your school, please enter information for that service in both sections.

We are only asking about services that CIS either provides, facilitates, or brokers at your school. For example, CIS staff may refer students to in-school tutoring, or provide students with a mentor from an outside organization; both of these activities should be included. Service providers may be CIS staff, school staff, CIS partners (e.g., people and organizations CIS brings into the school or formally works with outside of the school), or other providers (e.g., other organizations or resources to which CIS staff may refer students.) If a service is <u>not</u> offered by CIS at your school, or if CIS is not involved in facilitating the service, then please check the box in the first column and leave the remaining items in the row blank.

#### » 19. Academic support and other planning activities:

	CIS does <u>not</u> provide or coordinate this activity as a Level 2 service at	What percentage of CIS case managed students receive this Level 2	Level 2 Service Format: One on one meeting with	Group meeting with adult and	Frequency of Level 2	CIS	Key Level 2 Service Providers (check all that apply) CIS		Other
	my school	service?	adult	peers	Service Provision:	staff	partners	staff	providers
Level 2 Service:									
<ul> <li>a. Academic assistance</li> <li>(tutoring, homework</li> <li>help)</li> </ul>	Γ			Γ		Γ	Γ	Γ	Γ
b. Mentoring		•			-	Γ			
c. Community Service/Service Learning	Г	•		Γ		Γ			Г
d. College planning and preparation	Г	•		Г		Г			Γ
e. Career development/readiness programs	Г	•		Г		Γ			Г
f. Job shadowing or internship	Γ	•			<b>_</b>	Γ			Γ
g. Meeting with adult staff to discuss academic goals		•	Γ	Г		Γ	Γ	Γ	Г

	CIS does <u>not</u> provide or coordinate this activity as a Level 2 service at my school	What percentage of CIS case managed students receive this Level 2 service?	Level 2 Service Format: One on one meeting with adult	Group meeting with adult and peers	Frequency of Level 2 Service Provision:	CIS staff	Key Level 2 Service Providers (check all that apply) CIS partners	School staff	Other providers
h. Exercise class or club/ Obesity intervention and prevention	Г	•	Г	Г			Г	Г	Γ
<ol> <li>Truancy prevention activities</li> </ol>		•		Γ			Γ	Г	
j. Gang intervention/prevention		•		Γ			Г	Г	
k. Pregnancy prevention	Г	•			•		Γ	Г	Γ
I. Bullying Prevention	Γ	•			•			Γ	Γ
m. Drug abuse prevention		•		Γ			Γ		

Completed: 31%

mdrc

IS National Evaluat	tion								
21. Basic needs, heal	th, and fan	nily activities:							
	CIS does <u>not</u> provide or coordinate this activity as a Level 2 service at	What percentage of CIS case managed students receive this Level 2	Level 2 Service Format: One on one meeting with	Group meeting with adult and	Frequency of Level 2	CIS	Key Level 2 Service Providers (check all that apply) CIS	School	Other
	my school	service?	adult	peers	Service Provision:	staff	partners	staff	providers
n. Linkages to basic needs/resources (food/clothing/financial)	Г			Г	•		Γ	Г	Г
o. Physical health screening		•		Г					Γ
<ul> <li>p. Individual family</li> <li>engagement activities</li> <li>(e.g., student and</li> <li>parent meetings)</li> </ul>	Γ	•	Г	Г		Γ	Г		Г
<ul> <li>q. Parent group</li> <li>meetings and input</li> <li>activities</li> </ul>	Г	<b>•</b>		Γ	•		Г		
r. School-sponsored activities for students and their families	Γ		Γ	Г	×	Г	Γ	Г	

	CIS does <u>not</u> provide o coordinat this activity a a Level 2	What r percentage o e CIS case managed s students	Level : Servic f Forma One o one meetin	e t: Group n meeting with			Key Level 2 Service Providers (check all that apply)		
	service a my schoo	t Level 2	with adult	and	Frequency of Level 2 Service Provision:	CIS staff	CIS partners	School staff	Other providers
s. After or before school programs							Γ	Г	Γ
t. Substance abus support programs				Г			Г	Г	Γ
u. Pregnancy/Par support programs				Г			Г		
<ul> <li>v. Programs for adjudicated youth</li> </ul>				Г			Г	Γ	
w. Grief support programs	Γ			Г			Г		
x. Programs for LGBT youth				Г			Г		
y. Behavior intervention	Γ			Г			Г		
z. Anger management/con resolution	flict 🗖		· 「		<b>•</b>		Γ	Γ	Г
23. (Optional)	<u>Other servic</u>	es:							
Se	ervice Name:	What percentage of CIS case managed students receive this Level 2 service?	Level 2 Service Format: One on one meeting with adult	Group meeting with adult and peers	Frequency of Level 2 Service Provision:	CIS staff	Key Level 2 Service Providers (check all that apply) CIS partners	School staff	Other provider:
1.		•	Г		•		Г		Г
2.		•	Г	<b>Г</b>	<b>•</b>	Г	Г	Г	Г

Completed: 37% (continued)

		mdro	2
CIS National Evaluat	ion		
CIS Case Managed Stud	lent Service Prov	vision: Level 1 Services	
the following list of serv at your school. If a serv for that service in both t We are only asking abo may be CIS staff, schoo	vices, please cho vice is offered as this and the prev ut services that ( I staff, CIS partn	ose the appropriate describoth a Level 1 and Level 2 ious section. CIS either provides, facilit ers (e.g., people and orga	provided for Level 2 or case managed students. For iption of <u>Level 1</u> or whole-school service provision 2 service at your school, please enter information ates, or brokers at your school. Service providers nizations CIS brings into the school or formally organizations or resources to which CIS staff may
refer students.) If a ser	vice is <u>not</u> offere ox in the first col	d by CIS at your school, o umn and leave the remain	ing items in the row blank.
	CIS does <u>not</u> provide or coordinate this activity as a Level 1 service at my school	Frequency of Level 1 Service Provision	Who generally participates in these Level 1 activities?
Level 1 Service:			
<ul> <li>a. Academic assistance (tutoring, homework help)</li> </ul>			
b. Mentoring	Γ		
c. Community Service/Service Learning			
d. College planning and preparation	Γ		×
e. Career development/readiness programs			
f. Job shadowing or internship	Γ	•	
g. Meeting with adult staff to discuss academic goals	Г		
			(continued)

	CIS does <u>not</u> provide or coordinate this activity as a Level 1 service at my school	Frequency of Level 1 Service Provision	Who generally participates in these Level 1 activities?
h. Exercise class or club/ Obesity intervention and prevention	Г		
i. Truancy prevention activities	Г		
j. Gang intervention/prevention	Г		
k. Pregnancy prevention	Г		وا
I. Bullying Prevention	Г		
m. Drug abuse prevention	Г		

c L n. Linkages to basic needs/resources (food/clothing/financial) o. Physical health screening p. Individual family engagement activities (e.g., student and parent meetings) q. Parent group meetings and input activities r. School-sponsored activities for students and their families 27. Support services and	CIS does <u>not</u> provide or coordinate this activity as a Level 1 service at my school	Frequency of Level 1 Service Provision	Who generally participates in these Level 1 activities?
needs/resources (food/clothing/financial) o. Physical health screening p. Individual family engagement activities (e.g., student and parent meetings) q. Parent group meetings and input activities r. School-sponsored activities for students and their families 27. Support services an	Image: Construction of the second	× × ×	-
<ul> <li>Physical health screening</li> <li>Individual family engagement activities (e.g., student and parent meetings)</li> <li>Parent group meetings and input activities r, School-sponsored activities for students and their families</li> <li>27. Support services and C</li> </ul>	La dother progra	× ×	-
engagement activities (e.g., student and parent meetings) q. Parent group meetings and input activities r. School-sponsored activities for students and their families 27. Support services an	Land other progra		
meetings and input activities r. School-sponsored activities for students and their families 27. Support services an	L nd other progra		<u>.</u> 
activities for students and their families 27. Support services an C	nd other progra		
27. Support services an	CIS does <u>not</u>	ims:	
s. After or before	school	Service Provision	Who generally participates in these Level 1 activities?
	ivity as a Level service at my school	Frequency of Level 1 Service Provision	Who generally participates in these Level 1 activities?
s. After or before school programs			
t. Substance abuse support programs			
u. Pregnancy/Parent support programs			
v. Programs for adjudicated youth			
w. Grief support programs		•	2
x. Programs for LGBT youth			
y. Behavior intervention			2
z. Anger management/conflict resolution			
28. (Optional) Other se	ervices:		
Service Nam	ne:	Frequency of Level 1 Service Provision	Who generally participates in these Level 1 activities?
1.			2
2.		<b>_</b>	
			Complete



Completed: 50%



### **CIS National Evaluation**

» 29a. When you conduct individual student needs assessments, for how many students do you consider input from the following sources?

	Never consider input	Consider input for a few students	For about half of the students	For most of the students	For all of the students
Input Source:	C	C	C	C	C
Student being assessed		~			
Teachers	0	0	C C	C	C
Parents/Family	C	0	0	0	0
School Administrators	0	0	0	0	0
Other school faculty (e.g. guidance counselors)	С	С	C	С	C
Community service providers	C	0	0	C	C
Government agencies (e.g. juvenile justice)	С	C	C	С	0

	Source:	Never consider input	Consider input for a few case managed students	For about half of my case managed students	For most of my case managed students	For all of my case managed students	
(Optional) Other:		C	0	0	С	C	

Completed: 56% (continued)



### **CIS National Evaluation**

» 30. Do you have access to student data (such as grades, attendance, and behavior records)?

C Yes C No

Completed: 62%

mdrc
CIS National Evaluation
» 30a. Do you use this data as part of individual student needs assessments?
C Yes
C No
» 30b. Do you use this data to track progress/as part of your programming and planning with students the rest of the year?
C Yes
C No
» 30c. Can you monitor students' data continuously, or only at the end of a grading period?
C Continuously
$m{C}$ Only at the end of grading period
C Other
Completed: 68
(continued)



mdrc
CIS National Evaluation
<ul> <li>&gt; 31a. What is included in each student's plan? (Please select all that apply)</li> <li>Student needs</li> <li>Goals set for/with student</li> <li>Services students should receive</li> <li>Who should provide services</li> <li>Rewards/incentives</li> <li>Other</li> </ul>
<ul> <li>31b. Are there any students for whom you did not or were unable to develop a case plan or service plan this year?</li> <li>C Yes</li> <li>C No</li> </ul>
» 31c. On average, how often is each student's plan revised or updated during the year? C Never
<ul> <li>Once per year</li> <li>Once per semester</li> <li>Once per grading period</li> </ul>
C More than once per grading period
31d. How often do students see their plan?     Never
<ul> <li>Once per year</li> <li>Once per semester</li> <li>Once per grading period</li> </ul>
<ul> <li>Once per grading period</li> <li>More than once per grading period</li> <li>Please describe how you plan for service delivery, and how this plan may change throughout the year.</li> </ul>

Completed: 81% (continued)

# mdrc

### **CIS National Evaluation**

» 32. On average, how often do you change the services a student receives (adding services, dropping services, modifying services)?

C Never

- Once per year
- Once per semester
- C Once per grading period
- ${f C}$  More than once per grading period

Completed: 87% (continued)
mdrc
CIS National Evaluation
» 32a. When you change the services a case managed student receives, where is that change documented? (Check all that apply)
Not documented
Student's case plan or service plan
🔽 CIS electronic database (CISDM, Key, etc.)
C Other
» How regularly do you enter service changes into a student's case plan or service plan?
C Always
O Usually
O Sometimes
O Rarely
C Never
» How regularly do you enter service changes into a CIS electronic database (CISDM, Key, etc.)?
C Always
C Sometimes
C Rarely
C Never
» How regularly do you enter service changes into the other documentation you specified above?
C Always
O Usually
C Sometimes
C Rarely
C Never
Completed: 93%

Completed: 93% (continued)

S National Evaluation eneral School Contex 33. When are you p Before school After school At any time during t During lunch periods During core course i During electives	<u>ermitted to work wit</u> he school day	th students? (check a	ill that apply)
33. When are you p Before school After school At any time during t During lunch period: During core course i	ermitted to work wit	th students? (check a	ill that apply)
33. When are you p Before school After school At any time during t During lunch period: During core course i	ermitted to work wit	th students? (check a	ill that apply)
Before school After school At any time during t During lunch periods During core course l	he school day	th students? (check a	III that apply)
After school At any time during t During lunch period During core course i			
At any time during t During lunch periods During core course i			
During lunch periods During core course i			
During core course i			
During electives	nstructional periods		
5			
During study halls			
Other			
35. How long do stu One school year or less	<b>idents typically stay</b> Two school years	enrolled in CIS case As long as the student is in this school	management (i.e., remain on caseload)? Other (please specify):
C	C	C	
N		,	
			omit your survey responses. You may retu by following the link provided in your ema

Appendix Figure D.3 Year 2 Student Survey

# Communities In Schools National Evaluation

#### Student Name:

(Label provided by survey firm)

Student ID:

(Label provided by Survey Firm)

We would like to ask you some questions about your family, friends, attitudes, experiences, and schooling. You may have seen some of the questions before, however it is important that we ask them again in this new survey. You do not have to answer any question you do not want to answer and participation in the study is completely voluntary. But your answers will be very helpful for improving school programs. Your answers will be kept confidential and in a safe place, and only researchers working on this project will see them. Teachers, parents, and others in your community will not have access to this information.

Please do not write your name inside this form or the answer sheet. Do not identify yourself in any other way. Write clearly and fill in circles with a pencil or blue/black ink pen. Mark only one answer for each question unless told to "mark all that apply".

Please pay careful attention to the survey language. The survey is divided into three sections; one will ask about school, the next will ask about experiences outside of school, and the last will ask about your family and home life. You will see similar questions in each of these sections.

Once you have answered all of the questions, please close the booklet and wait for the person assisting with this study to collect it from you.

Thank you for taking time to answer these questions!

(continued)

Student

Survey

### 2013-2014 SCHOOL YEAR ACTIVITIES

The questions below all concern <u>this school year</u>. When answering them, try to think only about what you did and people you know <u>in school</u>.

1.	During <u>this school year</u> , how often did you participate in any o or sponsored by your school?	<u>his school year</u> , how often did you participate in any of the following activities offered at your school ored by your school?						
	Mark one answer for each row.	Never	Sometimes	Often				
а	School sport, cheerleading, or dance/step team.	$\circ$	0	0				
b	Arts or music group (for example, band, chorus, theater, or photography club).							
с	Organization or club based on nationality, culture, or ethnicity (for example Black Student Union, Latino Students Association).	0	$\bigcirc$	$\circ$				
d	Academic club or competition (for example, Academic Decathlon, science club, Spanish club, math team, National Honor Society, debate team).							
e	Club or organization that provides community service (for example, Key club).			$\circ$				
f	School yearbook, newspaper, or literary magazine.							
g	Student council or student government.			$\circ$				
h	Junior Reserve Officer Training Corps (JROTC).							
i	Other club, committee, or organization not included in this list (for example, chess club, computer club).	0		$\circ$				

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#### **2013-2014 SCHOOL YEAR ACTIVITIES / STUDENT SUPPORT**

Schools offer different activities to help students succeed. Please think about your participation in the following activities at your school or sponsored by your school during this school year.

For how long did you do this activity?  $\longrightarrow$  How often did you do this activity? Less than About Most or One or half of the half of the all of the I didn't do Less than l never more did this school school school this once a 1-2 times times a activity year activity month a month week year year Received tutoring or homework O O 0 0 0  $\bigcirc$  $\bigcirc$ 0 help. Met with a mentor. 40  $\mathbf{O}$  $\circ$  $\mathbf{O}$  $\circ$  $\circ$ 40 Community service /Volunteering.  $\bigcirc$ 0 0 O 0 0 0 0 Exercise class or club like Zumba,  $\bigcirc$ 2O $\sim$ 40  $\sim$  $\odot$ Yoga, Karate, Martial Arts. "Positive behavior programs" like 0  $\bigcirc$ 0 0 0  $\bigcirc$ 0 0 drug-free or anti-bullying programs. College planning activity.  $\mathbf{O}$ 2O $\mathbf{O}$  $\sim$  $\odot$ 40 Career planning activity like resume 0 0 0  $\bigcirc$  $\bigcirc$ 0 O 0 writing and interview skills. Job shadowing or internship.  $\mathbf{O}$  $\odot$  $\sim$  $\mathbf{O}$  $^{\circ}$  $\odot$ 40 After-school program.  $\bigcirc$  $\bigcirc$ 0  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$  $\bigcirc$ **Received assistance like school** supplies, food, bus pass, clothing, or  $\mathbf{O}$  $\circ$ 30 40  $\bigcirc$  $^{\circ}$  $\mathbf{O}$ 40 gifts. Health Check-up. 0  $\bigcirc$ 0 0 0 0  $\bigcirc$ O

3.

2.

Please describe any other school activities that help you get better grades, stay in school or plan for the future.

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### **MEETINGS WITH ADULTS AT SCHOOL**

Now we're going to ask you about meetings you may have with adults in your school. Please think about your participation in any of the following meetings at your school.

<u>Individual meeting</u> with School Counselor, CIS Coordinator, Teacher or other school staff where you talk about or get support for:	I never did this activity	•••	About half of the school year		→ How oft I didn't do this activity		1-2 times a month	One o more times week
• Academics like grades, coursework, education goals.	$\circ$		$\mathbf{O}$				$\circ$	
• Support during life-changing event like a death of a loved one, someone going to prison, substance abuse, pregnancy or other family changes.		20		4		2		
• Personal goals and behavior like health goals, anger management, school attendance.	$\circ$	0	0		$\circ$	$\circ$	$\circ$	$\circ$
<u>Group meeting</u> with other students and School Counselor, CIS Coordinator, Teacher or other school staff where you talk about or get support for:	For how	Less than half of the school year		5	How oft		u do this a 1-2 times a month	ctivity? One o more times a week
• Academics like grades, coursework, education goals.	0	$\sim$					$\circ$	
• Support during life-changing event like a death of a loved one, someone going to prison, substance abuse, pregnancy or other family changes.		20	30			20	3	
• Personal goals and behavior like health goals, anger management, school attendance.	$\circ$		$\circ$	0	0		0	
	For how	long did ye	ou do this	activity?-	$\rightarrow$ How oft	en did yo	u do this a	ctivity
<u>Group meeting</u> with other students and School Counselor, CIS Coordinator, Teacher or other school staff where	l never did this activity	Less than half of the school year	About half of the school year	Most or all of the school year	l didn't do this activity	Less than once a month	1-2 times a month	One o more times week
you participate in fun activities like book group, boys or girls group.		20	3	4		20	3	40

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2013-2014 SCHOOL EXPERIENCES						
5.	Did you	have a meeting with an adult at your school	to set specific go	als for yourse	lf for the year?	
		YES				
	20	NO				
6.	Do you e goals?	arn rewards for improving grades, attendan	ice, behavior, or	for reaching o	or making progr	ess toward
		YES				
	20	NO				
7.	school w	a teacher or other adult in your school who o hen you needed it?	connected you to	o support prog	rams or help o	utside your
		YES				
	2	NO				
8.		e are these statements for teachers or other e answer for each row.	adults in <u>your s</u> e	<u>chool</u> ?	Pretty much	Very much
	In your <u>s</u>	chool:	Not at all true	A little true	true	true
a	There is about yo	a teacher/other adult who really cares u.	$\circ$			
b		a teacher/other adult who tells you when good job.		20	3	
C		a teacher/other adult who notices when not there.	0		0	
d		a teacher/other adult who always wants 9 your best.		20		4
е		a teacher/other adult who listens to you u have something to say.			0	
f		a teacher/other adult who believes that be a success.		20		

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SCHOOL ATTITUDES AND FRIENDSHIPS						
9.	How true are the following statements about your ex Mark one answer for each row.	Pretty much true	Very much true			
a	You feel close to people at this school.	0			$\circ$	
b	You are happy to be at this school.				4	
С	You feel like you are a part of this school.	0		0		
d	You feel teachers at this school treat you fairly.		20			
е	You feel safe in your school.	0		0	$\circ$	
10.	<b>How true are these statements for your friends?</b> <i>Mark one answer for each row.</i>	Not at all true	A little true	Pretty much true	Very much true	
a	You have a friend about your own age who really cares about you.	0		0	$\circ$	
b	You have a friend about your own age who talks with you about your problems.					
С	You have a friend about your own age who helps you when you are having a hard time.	0		0		
d	Your friends get into a lot of trouble.			3		
е	Your friends try to do what is right.				$\circ$	

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20

Your friends do well in school.

(continued)

40

YOU AND YOUR SCHOOLWORK							
11.	We would like to ask you some questions about how How true are these statements about you?	you think about	schoolwork.				
	Mark one answer for each row.	Not at all true	A little true	Pretty much true	Very much true		
a	You are pretty slow in finishing your schoolwork.	$\circ$					
b	You do very well at your class work.		20	3			
С	You have trouble figuring out the answers in school.	0		$\circ$			
d	You often forget what you learn.		2				
e	You feel that you are just as smart as other kids your age.	$\circ$		$\circ$			
f	You keep at your homework until you are done with it.		2				
g	Once you make an exercise or study plan, you stick to it.	$\circ$					
h	lf a task is hard, you give up easily.		2				
i	Your education will be valuable in getting the job you want.	$\circ$					
j	You would be upset if you got a low grade for one of your subjects.		2				
k	What you learn in school is useful for the job you want to have as an adult.	$\circ$			$\bigcirc$		
1	It is important to you to get good grades.		2				
m	Being a good student is important to you.	0					
n	School is useful in helping you to make good decisions in your life.						

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SCH	SCHOOL PLANS					
12.		r would you <u>like to go</u> in school with your education? ne answer.				
		Less than a high school diploma				
	20	Graduate high school or earn GED				
	3	Attend college or trade/technical school, but not complete a degree				
	4	Earn a degree from college or trade/technical school				
Attend a higher level of school after graduating from college (for example, law school or medical school						
	60	Don't know				
40						
13.		r do you think you <u>will actually go</u> in school or with your education? ne answer.				
		Less than a high school diploma				
	20	Graduate high school or earn GED				
		Attend college or trade/technical school, but not complete a degree				
	Earn a degree from college or trade/technical school					
	5	Attend a higher level of school after graduating from college (for example, law school or medical school)				
	6	Don't know				

#### **ACTIVITIES OUTSIDE OF SCHOOL**

Now we would like to change topics. The questions below are about your life <u>outside of school</u>. When answering them, try to think only about what you did and adults who you interact with <u>outside</u> of school.

14.	During the last school year, how often did you participate in any of the following activities that were <u>not</u> sponsored by your school?							
	Mark one answer for each row.	Never	Sometimes	Often				
a	Sports, cheerleading, or dance/step team.		$\circ$					
b	Arts or music group (for example, church choir, out of school art club, etc).							
с	Organization or club based on nationality, culture, or ethnicity (for example NAACP Junior Youth Council, National Council of La Raza).			$\circ$				
d	Out of school academic support (for example, tutoring).							
e	Club or organization that provides community service (for example, Boy Scouts, Girl Scouts, or religious youth group).			0				
f	Other out of school activity not included in this list.		2					

#### 15. How true are these statements for an adult <u>outside</u> of your family or school?

	Mark one answer for each row. <u>Outside</u> of your family/school	Not at all true	A little true	Pretty much true	Very much true
а	there is an adult who really cares about you.				
b	there is an adult who tells you when you do a good job.		2		4
с	there is an adult who notices when you are upset about something.				4
d	there is an adult who always wants you to do your best.		2		4
е	there is an adult who believes that you will be a success.				
f	there is an adult whom you trust.		20		4

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#### **FAMILY AND HOME LIFE**

Now we would like to change topics. The questions below are about your <u>family and home life</u>. When answering them, try to think only about your family or other adults you live with.

16.	16. How often does your parent or guardian participate in the following?					
	Mark one answer for each row.	Never	1-2 times a year	3-4 times a year	About once a month or more often	
a	Your parent or guardian attends meetings at school specifically about how you are doing at school.	$\circ$		0		
b	Your parent or guardian attends other meetings or events at your school.		2			

#### 17. How true are these statements about your <u>home</u> and the parents or the adults who live with you? Mark one answer for each row. Not at all Pretty much Very much In your <u>home</u>... A little true true true true there is a parent/ adult who expects you to follow the 0 $\bigcirc$ $\bigcirc$ 0 rules. there is a parent/ adult who is interested in your $\sim$ $\odot$ schoolwork. there is a parent/ adult who believes you will be a 0 0 $\bigcirc$ $\odot$ success. there is a parent/ adult who talks with you about 2O $\mathbf{O}$ your problems. there is a parent/ adult who always wants you to do $\circ$ Ο 0 $\circ$ your best. there is a parent/ adult who listens to you when you 40 $\bigcirc$ $\sim$ $\odot$ have something to say. there is a parent/ adult with whom you do fun things 0 0 $\bigcirc$ $\bigcirc$ with or go to fun places.

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#### FAMILY AND HOME LIFE (CONTINUED) 18. Since the start of this school year, have any of the following happened to you and your family? Mark all that apply. 0 Your family moved to a new home this school year. One of your parents got married this school year. Your parents got divorced or separated this school year. $\bigcirc$ Your mother lost her job/ Your father lost his job this school year. 0 Your mother started work/ Your father started work this school year. Your father died/ Your mother died/ A close relative died this school year. $^{\circ}$ A family member became seriously ill or disabled this school year. 0 Your family was homeless for a period of time this school year. Other event? *Please describe* —> $\bigcirc$ $\bigcirc$ None of these things happened.

# WORK

WORK					
19.	Please answer the following questions about work.				
	Mark one answer for each row.	YES	NO		
a	Do you currently have a paid job?	0	$\circ$		
b	Do you currently do any voluntary or unpaid work outside of your home for an organization or group?				
с	Do you babysit or take care of your own child, younger brothers or sisters, or other relatives?	0	0		

#### Thank you for your help!

You may now close this booklet and wait for it to be collected.

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Appendix E

# Communities In Schools Management Information System Data

This appendix supplements the service-receipt tables in Chapter 3 (Tables 3.3 and 3.5), and provides more information about the national Communities In Schools (CIS) management information system and other CIS service-provision databases that furnished data on the 2013-2014 school year. It also describes coding decisions made by the research team regarding particular data elements.

# **Management Information System Data**

Management information system data were provided to the research team for students in the casemanaged group. The nature of those data varied from affiliate to affiliate: The CIS national office provided information for the two affiliates that use the national database and the remaining two affiliates provided data from their own systems or state systems. To compare the data from these three different systems, the research team collapsed the data into eight service types. However, not all service types were covered in each data source. All data sources provided information on services related to academics, behavior, and social or life skills. Information on resources to meet basic needs and services related to college and career preparation, enrichment or motivation, and family was available for 82.1 percent of student records. Information on services related to attendance was available for 61.5 percent of student records. Appendix Table E.1 shows services received in these eight categories by the full sample of casemanaged students reflected in the management information system data, and Appendix Table E.2 shows the same for students in the high- and moderate-risk subgroups.

# **Recoding Procedures for Outlier Values**

As in the previous year of the study, a student's service-provision data point was considered to be an outlier if the ratio of total hours of service to number of total contacts exceeded nine. CIS staff members confirmed that daylong trips are often logged as a full school day (seven hours). After performing sensitivity checks on the upper and lower limits of outlier values for total hours of service, the research team made a decision to allow an additional two hours as the maximum average hours per service contact, because it was possible that a field trip could have begun or ended shortly before or after school. All instances in which the ratio of total hours of services to total service contacts exceeded nine (that is, instances in which the average service contact length was more than nine hours) were treated as outliers and recoded to have missing hours of service for each type of service and missing total hours of service. For example, if a student's ratio of total hours to total contacts had a value of 10.5, both total hours of service and hours of service for each service type (for example, academic and behavioral) were recoded to missing; however, the number of contacts for each type of service for that student and the total number of contacts were retained as reported in the data source. In the first follow-up year, 3 percent of student records were flagged as outliers, and 0 percent were flagged in the second follow-up year. Additionally, every student who was reported to have received at least one service contact also had a correspondingly positive total number of service hours.

#### **Appendix Table E.1**

	Percentage	Average Number	Average
	of Students	of Times Service	Total Hours of
Service Received	Receiving Service	Was Received	Service Received
<u>Overall</u>			
Any service type	71.4	NA	NA
Across all service types	NA	19.0	17.9
By service type			
Academic	61.9	5.6	5.5
Behavioral	30.3	7.6	4.4
Social/life skills	47.7	7.4	5.7
Resources to meet basic needs	46.7	2.4	2.0
College/career preparation	34.1	1.9	3.5
Enrichment/motivation	43.8	2.5	3.8
Family-related	44.5	1.0	0.5
Attendance	10.9	2.7	0.6
Number of students	898		

#### Services Received by Case-Managed Students in the Full Study Sample According to CIS Databases

SOURCES: The Communities In Schools Data Management system (CISDM) and two local CIS service-provision databases (2013-2014).

NOTES: The analyses above are for case-managed students only and are based on the full study sample, which includes all students with case management service records provided by CIS databases. Outliers and students with missing data are excluded from the analyses.

The services offered are not mutually exclusive; a student could have received more than one type of service during his or her enr

Calculations for the percentage of students receiving a given service are based on a consistent denominator of 898 case-managed students. However, not all service types were available in each data source. All data sources provided information on academic, behavioral, and social/life-skills services. Information on resources to meet basic needs and college/career preparation, enrichment/motivation, and family-related services was available for 82.1 percent of student records. Information on attendance services was available for 61.5 percent of student records.

Rounding may cause slight discrepancies in averages and percentages.

Services described in this table were received over the entire time students were enrolled in CIS case management during the 2013-2014 school year. The averages presented for number of times and total hours of service include only those students who received the service in question.

Of all case-managed group students (898), 28.6 percent did not receive case management. In addition, of all non-case-managed group students (866), 7 percent received case management but are not included in this table.

# Appendix Table E.2

# Services Received by High- and Moderate-Risk Case-Managed Students in the Full Study Sample, According to CIS Databases

Service Received	Percentage of Students Receiving Service		Average Number of Times Service Was Received		Average Total Hours of Service Received		
							High-Risk Students
	<u>Overall</u>						
	Any service type	66.3	75.0 ***	NA	NA	NA	NA
Across all service types	NA	NA	18.9	19.1	18.6	17.4	
By service type							
Academic	58.0	64.7 **	6.4	5.0 ***	6.6	4.7 ***	
Behavioral	34.0	27.7 **	7.4	7.9	4.3	4.5	
Social/life skills	41.7	51.9 ***	6.9	7.7	5.8	5.6	
Resources to meet basic needs	37.7	53.1 ***	2.3	2.4	2.1	2.0	
College/career preparation	28.1	38.4 ***	1.6	2.1 *	3.5	3.5	
Enrichment/motivation	34.5	50.4 ***	2.2	2.7 *	3.4	4.1	
Family-related	39.3	48.3 ***	1.0	1.0	0.5	0.5	
Attendance	9.1	12.2	2.5	2.8	0.4	0.8 ***	
Number of students	374	524	374	524	374	524	
						(continued)	

#### **Appendix Table E.2 (continued)**

SOURCES: The Communities In Schools Data Management system (CISDM) and two local CIS service-provision databases (2013-2014).

NOTES: The analyses in this table are for case-managed students only and are based on the full study sample, which includes all students with case management service records provided by CIS databases. Outliers and students with missing data are excluded from the analyses.

The services offered are not mutually exclusive; a student could have received more than one type of service during his or her enrolled period.

Calculations for the percentage of students receiving a given service are based on a consistent denominator of 374 high-risk students and 524 moderate-risk students. However, not all service types were available in each data source. All data sources provided information on academic, behavior, and social/life-skills services. Information on resources to meet basic needs and college/career preparation, enrichment/motivation, and family-related services was available for 82.1 percent of student records. Information on attendance services was available for 61.5 percent of student records.

Rounding may cause slight discrepancies in averages and percentages.

A two-tailed t-test was conducted to test for differences between findings for high- and moderaterisk students. Statistical significance levels are indicated as: \*\*\* = 1 percent, \*\* = 5 percent, \* = 10 percent.

Services described in this table were received over the entire time students were enrolled in CIS case management during the 2013-2014 school year. The averages presented for number of times and total hours of service include only those students who received the service in question.

High-risk students are defined as those who were chronically absent, who failed a core course, or who were ever suspended in the 2011-2012 school year. Moderate-risk students include those who were never chronically absent, never failed a core course, and were never suspended in the 2011-2012 school year. Students who were missing data on chronic absenteeism, suspension, and course failure were classified as moderate-risk.

Of all high-risk case-managed group students (374), 33.7 percent did not receive case management. In addition, of all high-risk non-case-managed group students (332), 7.5 percent received case management but are not included in this table.

Of all moderate-risk case-managed group students (524), 25 percent did not receive case management. In addition, of all moderate-risk non-case-managed group students (534), 6.7 percent received case management but are not included in this table.