



## **TRAUMA-RESPONSIVE SCHOOL IMPLEMENTATION ASSESSMENT: FREQUENTLY ASKED QUESTIONS**

### **CREATING AN ACCOUNT**

#### **Q: Who can access the SHAPE System and Trauma-Responsive School Implementation Assessment?**

A: The SHAPE System is designed for use by schools and districts. If you are not affiliated with a school or district and wish to use the Trauma-Responsive School-Implementation Assessment, please email us at [trs@theshapesystem.org](mailto:trs@theshapesystem.org).

#### **Q: How do I create a school or district account to access SHAPE?**

A: Visit the “How to Register” tab and select your school or district name from the dropdown list. You will be prompted to create a username and password and then a new account will automatically populate. Then, you can visit the “Team Members” tab to invite your colleagues to the site.

#### **Q: I don't see my school or district in the dropdown menu. Can I register our team?**

A: Yes! Please [contact the CSMH](#) or visit the [Contact Us](#) tab, select "Live demonstration" as the subject, and submit your name and the name and full address of your school or district. We will be in contact with you about creating an account for your team.

#### **Q: I tried registering my school or district but it says the account is already created.**

A: The first and last name of the individual who created your account will be displayed. If you do not know who it is, [contact the CSMH](#) to get connected to them and join the team account.

#### **Q: I just want to complete the Trauma-Responsive School-Implementation Assessment. What will I need to do after I register?**

A: Just select the “Trauma Responsiveness” tab to get started! Feel free to visit the “Team Members” tab to invite your colleagues if you like.

### **USING SHAPE ASSESSMENTS**

#### **Q: How often should a team update their School Mental Health Profile?**

A: After completing the School Mental Health Profile, we recommend you review and update it annually. The “Mental Health Profile Updated” date in the upper right hand corner of your account will always display the last updated date, as will the automated report.

#### **Q: How can community partners and providers use SHAPE?**

A: School mental health teams must register under a school or district. However, all the team assessments on SHAPE (School Mental Health Profile, Quality Assessment, and Sustainability Assessment) should be informed by entire school mental health teams including school and community-employed professionals who work at the school. Names and roles of all professionals who participated in the assessment are reflected on the reports to ensure the school and district can document and track which assessments were conducted with community partners and other stakeholders as part of the



process.

## **DATA ACCESS**

### **Q: Can districts automatically view their schools' data in SHAPE?**

A: No. Districts have a "My Schools" tab that lists every school registered on SHAPE in their district. Schools must enable data sharing with their district. By default, data sharing is disabled. Schools can change this at any time. Schools can also select "Show My District Team" to view district team member names to know who at the district can view their SHAPE data if they enable data sharing.

### **Q: How can schools enable data sharing with their district?**

A: A school team member should select the "Team Members" tab when logged on to their school account. There is a section called "District Access." Make sure the check box is selected for "Allow your district to review your School Mental Health Profile and Quality and Sustainability Assessments." This is recommended, but by default it is not selected. You can change this at any time.

## **LEARN MORE ABOUT SHAPE**

### **Q: Is there a way to trial SHAPE to learn more about its features?**

A: Yes, please view our most recent [SHAPE Live Demonstration webinar](#) (approx. time: 1 hr). If you still have questions, please [contact the CSMH](#) or visit the [Contact Us](#) tab and select "Live demonstration" as the subject.

### **Q: How can states get involved with SHAPE?**

A: There are three options for state leaders interested in learning more about SHAPE:

1. State leadership can Join Us on the SHAPE home page and report on one district or school they are most familiar with. This ensures your name is added to our listserv for SHAPE updates and you also helped a school or district be counted in the National School Mental Health Census.
2. State leaders can be added as a team member to any school or district account.
3. If you'd like to learn more about SHAPE, please view our [SHAPE Live Demonstration webinar](#). If you still have questions, please [contact the CSMH](#) or visit the [Contact Us](#) tab, select "Live demonstration" as the subject, and request a personalized virtual demonstration of SHAPE.