

**Senate Bill 6514 Data Sub-Group  
Oct 1, 2018; 11:00 a.m. - 12:30 p.m.  
Meeting Notes**

**Agenda**

- Review proposed process and timeline for providing drafts to institutions, refining the survey instruments, and facilitating data collection
- Provide feedback on the current draft of the SB6514 survey

**Prior to the meeting, please:**

- **Provide comments and track changes in real time on the SB6514 survey draft by [clicking here to access the survey as a Google doc](#).**

**Attendees:**

✓	Donn Marshall	UPS, WG Chair		Scott Latiolais	Clover Park Technical College
✓	Mark Bergeson	WSAC	✓	Marny Lombard	Forefront
	Eric Baldwin	Gonzaga University		Paula Adams	Parent
	Christian Crowell	Evergreen Student		Rosemary Simmons	Cascadia College and UW Bothell
✓	Cody Eccles	Council of Presidents		Jenn Stuber	Forefront
✓	Sarah Hohl	Forefront	✓	MaryAnne Brathwaite	Northwest Career Colleges

### Review proposed timeline

- Sarah described the timeline and process (pasted at the end of these notes) with no suggestions for revision from WG members
- Cody expressed thanks for making the process inclusive so that institutions are offered many opportunities to provide feedback for a relevant, useful survey tool

### Provide feedback on current draft of the SB6514 survey

Readiness survey:

- Sarah described the possibility of offering lower resourced institutions a readiness survey, rather than a survey in which they are asked to provide data about services and programs that don't exist at the institution.
- A readiness survey would assist in gauging what interventions may be prioritized to promote institutions' capacity to implement programs and services to improve student behavioral health.
- Questions would be drawn from evidence-based organizational theory literature such as Shea et al. *Implementation Science* 2014, 9:7.
- MaryAnn and Donn expressed support for this alternative survey.
- MaryAnn underscored the value of completing a survey to help institutions understand what *could* exist in terms of behavioral health services and programs, as well as to highlight the gaps/needs in these areas.

### Survey Section 1: Postsecondary institution characteristics

- Cody indicated that “type of institution” should reflect the designated categories that already exist. The ones currently listed may be confusing and may not yield data from which comparisons can be drawn to existing data. **Cody to send Sarah the accepted designations to revise that survey question.**
- Data collection time period. Challenges for institutions to collect data for this year, but Donn noted that if we ask for previous year, that data may not have been collected. Agreement for the inaugural survey to ask about a specified time period, February 1 to April 20, 2019.
- (structure) Ensure that the numbers sum accurately to the total enrollment
- Suggestions made for inclusion of “headcount” in survey question. Make sure questions reflect *who* we are asking about (i.e., undergraduates, graduates, all students)
- Break out ethnicity (Hispanic/Latino) and race (e.g., white, African American, Asian, etc).
- Institutions will use their own designation of “full time” and “part time” students

### Survey Section 2: Education, training, and support programs or services

- Since we will now ask institutions to provide data for the reporting period Feb 1-Apr 30, 2019, Mark suggested we also ask about planned activities for the year.

### Survey Section 3: Behavioral health services and surveillance

- Marny finds this study on screening for behavioral health issues among students: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3985397/>
- Ensure we ask a broad question about screening. New question phrasing is:  
Are students at this institution screened for mental health, substance use (checkboxes for each)
- Question regarding medical withdrawal: rephrase to include consistent language around behavioral health, but also include “emotional distress” in the question since it is language from SB6514.
- Question about proper phrasing of “American Indian/Alaska Native” or “Native American/Alaska Native”: U.S. consensus and U.S. HHS Office of Minority health use “American Indian/Alaska Native”

### Survey Section 4: Emergency Planning and Management for Behavioral Health

#### *Formerly: Emergency Planning and Management*

- Change phrasing to reflect that we are not interested in emergencies related to chemical spills or inclement weather for the purposes of this survey.
- Q regarding continuity of care should be better clarified. New language is:  
**Does a protocol exist at this institution to ensure continuity of care for students who receive behavioral health assessment, management, stabilization and/or treatment services off campus (e.g., at a local ER/ED, inpatient program, crisis housing, community behavioral health provider)?** Yes/No  
**Does an MOU exist between this institution and an off-campus provider such as the ones listed above?** Yes/No
- Q regarding safety reviews should ask if these have been conducted, how many times, and/or if an institution plans to conduct one.

**Sub group asked to provide any additional feedback to the [Google doc](#) by Friday, 10/5 to be integrated in this round of revisions.**

## SB6514 Data Project 2018-2019 Proposed Activities and Timeline

Activity	Date
Convene inaugural data subgroup meeting to discuss survey items	7/19/18
Develop conceptual model based on current literature/evidence, SB6514 requirements and WG brainstorm to guide survey development	8/27/18
Incorporate subgroup suggestions, current literature, and existing survey items into draft survey	ongoing
Solicit review of survey items among content area, survey methodology experts: (faculty, staff, post-secondary institution reps incl. data subgroup members, counseling center directors)	ongoing
Convene meeting of data subgroup members to refine survey	10/1
Post draft survey on Forefront website for public comment	10/8
Circulate survey draft to sector reps for dissemination among all post-secondary institutions <i>Note: the purpose of sending survey to institutions is so they will be able to gain an understanding of the data elements to be gathered and prepare appropriately.</i>	10/8 (concurrent with activity below)
Ask sector reps to identify 4-5 representatives among their institutions to provide survey review, focused on the relevance, feasibility, and clarity of the survey.	10/8/18
Follow up with survey reviewers (by phone, email, or convene conference call as needed) to discuss survey experiences, clarify responses, gather additional feedback for survey refinement	10/22/18 or earlier
Based on survey reviewer feedback, develop criteria for which institutions will receive program and services readiness survey questions vs. more comprehensive program and services implementation survey	10/29/18
Incorporate feedback from post-secondary institutions for presentation at Nov 8 SB6514 WG meeting	11/8/18
Finalize data definitions and survey items	12/2018
Disseminate to institutions for completion	1/2019
Survey completion by post-secondary institutions	5 or 6/2019