Universal Screening
Overview and SRSS Data Tool Guide
2019 Google Sheets Version
Universal Screening Overview

What is it?
A universal screener is a brief assessment given to all students to help identify which students are at risk for behavioral difficulties. A universal screener can also be used for measuring the improvement of a group, class, grade, school, or district. A universal screener can be designed to screen any area of concern or interest including: academics, social skills, language, externalized behaviors (e.g., physical or verbal aggression, self-injury, and disruption) and/or internalized behaviors (e.g., anxiety, depression, withdrawal, and isolation).

Who is involved?
- Teachers: Universal screening for behaviors might include standardized teacher-completed rating scales on each individual student or the whole class. For schools using Office Discipline Referrals (ODRs) for universal screening, teachers may submit ODRs.
- School-wide RTI²-B Leadership Team: Educate school staff, parents, and students on the universal screener and the importance of the results. Monitor universal screener data during regular meetings. If a school has a large number of students identified as being at risk for behavioral difficulties, this team may establish relative norms instead of national norms to identify students who need more intensive behavioral supports.
- District-wide RTI²-B Leadership Teams: Consult with your TBSP provider (tbsp@utk.edu) to select universal screening tools and procedures and to establish specific criteria for identifying students who are at risk for behavioral difficulties.

When should it occur?
For all grades, it is essential that behavioral universal screening occur at least once in the beginning (fall) of the school year (or per instructions for the particular screening tool). However, it is best practice to conduct universal behavior screening three times per school year: at the beginning (fall), middle (winter), and end (spring). Teams should follow instructions for particular screening tools when selecting universal screening times.

How are data used?
- To identify students at risk for behavioral difficulties (i.e., students who may need intervention)
- To identify students performing at or above the level considered necessary for achieving long-term success
- As a benchmark for measuring the improvement of a group, class, grade, school, or district (i.e., a reduction in the percentage of students identified to be at risk for behavioral difficulties)
What tools are available?

The School-Wide Information System (SWIS). SWIS is an online data management system that allows school teams to enter and summarize ODR data. SWIS provides commonly used definitions of problem behaviors, example tools for helping school teams decide which problem behaviors will be classified as minor versus major problem behaviors, example ODR forms to allow teams to collect relevant information, and a for-purchase online data system to allow teams to enter and analyze ODR data. The for-purchase system is available at www.pbisapps.org. It is appropriate for grades K-12, and has an annual subscription fee of $350. It includes an online school account for entering and summarizing the following information: frequency of referrals, type of problem behavior, school locations and times of referrals, and students receiving referrals.

Student Risk Screening Scale- Internalizing and Externalizing (SRSS-IE): The SRSS-IE is a tool for identifying students with externalizing and internalizing behaviors that require additional supports (Lane & Menzies, 2009). It is a brief, one page screening tool, which teachers use to rate students on a 0-3 Likert scale based on how often they display a target behavior. Excel versions of this tool are also available through the TBSP website https://etbsp.utk.edu/web-resources/data-tools/. Please contact TBSP (tbsp@utk.edu) for further information on how to use the SRSS-IE Excel tool appropriately.

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**SRSS-IE Data Tool Guide**

**Completing the SRSS:**

Materials Needed: SRSS-IE teacher form for every teacher with student names pre-entered.

Time Involvement: 10-15 min per class

**Administrators:** begin on page 4 (“prepping”)

- Link the SRSS-IE-Teacher/Rater form to the SRSS-IE School Master page 5 (essential step)
- Rename the SRSS-IE School Master first sheet tab page 6 (essential step)
- Distribute the SRSS-IE Teacher/Rater forms page 7

**Teacher/raters:** begin on page 8 (“screening”)

**Scoring Team:** begin on page 9 (“scoring”)

Prepare SRSS-IE for the Next Screening page 14
Prepping for Universal Screening with the SRSS-IE Google Sheets Version

1. To begin this process, use the links below to obtain a copy of the Google sheets versions of the SRSS-IE. The **SRSS-IE will automatically copy to the Google Drive account currently open in your browser. Please make sure this is a protected and Family Educational Rights and Privacy Act (FERPA)-compliant account. TBSP suggests using a school administrator’s official school Google Drive account, as the data gathered with the SRSS-IE will sync to the google account used to copy the tool. The data recorded with this version of the SRSS-IE will be stored in Google Drive. TBSP advises against using a personal Google Drive account for storing school-related data. Please check with your building-level and district-level supervisors regarding questions related to storing data online such as through your school’s Google Drive. TBSP strongly suggests collaborating with your school personnel who are experienced Google Drive users.**

2. Please check with your building-level and district-level administrators before installing the SSRS-IE. **Two versions of the SRSS-IE are available** via Google Sheets (i.e., an elementary version for use with students in grades k-6 and a secondary version for use with students in grades 6-12). The SRSS-IE has been validated for use with students in **Grades K-6** (Lane, Oakes, Swogger, Schatschneider, Menzies, & Sanchez, 2015), and students in **Grades 6-12** (Lane, Oakes, Cantwell, Schatschneider, Menzies, Crittenden, & Messenger, 2016).

3. Make sure to select the appropriate version of the SRSS-IE from the links below. You will need at least one copy of the **SRSS-IE-Teacher/Rater form** (i.e., teacher/rater form) and at least one version of the **SRSS-IE Spreadsheet Master for Administrator Use**, depending on the age of your school’s student population (e.g., K-8 schools will need to use both k-6 and 6-12 versions to screen all students).

**LINKS TO GOOGLE SRSS-IE DATA TOOLS:**

**Grades K – 6 Google drive links for use in schools with students in Grades K - 6:**

a. **Grades K-6 SRSS-IE (Google Sheets) Spreadsheet Master for Administrator Use**
   i. **SRSS-IE Teacher/Rater Form for Grades K-6**

**Grades 6 - 12 Google drive links for use in schools with students in Grades 6 - 12:**

a. **Grades 6-12 SRSS-IE (Google Sheets) Spreadsheet Master for Administrator Use**
   i. **SRSS-IE-Teacher/Rater Form for Grades 6 -12**

4. Use the links above to “Make a copy” of the **SRSS-IE School Master** Google Sheet for administrator use as well as the **SRSS-IE-Teacher/Rater form**.
5. Open your copy of the **SRSS-IE-Teacher/Rater form** and link it to the **SRSS-IE School Master** Google Sheet. Linking the **SRSS-IE-Teacher/Rater form** and the **SRSS-IE School Master** is an essential step for the tool to work properly. **See steps 5a-5f.**
   a) From Google Drive, open your school’s copy of the **SRSS-IE-Teacher/Rater form**.
   b) Select “Responses”.
   c) Then select the **Vertical Ellipsis** on the right side of the screen.
   d) Then “Select Response Destination”.
   e) Next “Select existing spreadsheet”.
   f) Then choose your copy of the **SRSS-IE School Master** Google sheet, “Select”.

Please double-check to ensure that the Teacher/Rater forms are linked to the appropriate School Master Google Sheet (e.g., K-8 schools will need to use both versions of their SRSS-IE).

6. Locate your copy of the **SRSS-IE School Master** Google Sheet on your Google Drive.
   a) Open your copy of the **SRSS-IE School Master** Google Sheet
   b) Select the “Main Menu” tab to double-check that you are using the appropriate version of the SRSS-IE.
Rename the SRSS-IE School Master first sheet tab

7. Once your copy of the SRSS-IE-Teacher/Rater form has been linked to your copy of SRSS-IE School Master Google Sheet (i.e., steps 5a-5f), teacher/rater responses to the SRSS-IE-Teacher/Rater form will automatically sync to the SRSS-IE School Master Google Sheet. Data summaries, graphs, and tables can easily be generated from the SRSS-IE School Master Google Sheet; however, for the SRSS-IE School Master Google Sheet to work properly it is essential that the first sheet tab is named “Form Responses”.

8. Open your copy of the SRSS-IE-Teacher/Rater form and select “Responses”
   a) Then select the spreadsheet icon to “View Responses in Sheets”.
   b) Google might automatically assign a number to the first sheet tab (e.g., “Form Responses 2”, or “Form Response 3”, etc.). Simply delete the number and Rename the sheet “Form Responses”.
   c) It might be necessary to double click on the first sheet tab, or select the down arrow, to “Rename” the first sheet tab to “Form Responses”.

9. School administrators will want to organize a complete list of students and assign teacher/rater responsibilities to ensure that all qualifying students are screened. Communicate to teacher/raters exactly who will be responsible for rating which students. Consider using class rosters and teachers who knows the students best (e.g., teachers who have had the most contact hours with students).

10. To ensure all students are screened, teacher/raters should be encouraged by school administration to print their student lists and cross off each name as they complete the SRSS-IE for each student.
Distributing the SRSS-IE-Teacher/Rater form by email

11. Teacher/raters will use the SRSS-IE-Teacher/Rater form to rate student behaviors. The SRSS-IE-Teacher/Rater form will need to be sent via secured school email. Please consult with building-level and district-level supervisors prior to sending the SRSS-IE-Teacher/Rater form.

12. Open your school’s copy of the SRSS-IE-Teacher/Rater form.
   a) Double check any edits you have made and that the form is ready to send, then select “Responses”
   b) Make sure the “Accepting Responses” button is active.
   c) Next, select the Hyperlink Icon
   d) Then select “COPY” to copy the link.
   e) Then paste the link into the body of your email draft and send through your staff listserv and include instructions for screening.

13. Teacher/raters will NOT have access to students’ data. Teachers/raters will only be able to rate an individual student’s behavior- one student at a time. It is important to provide each teacher with a list of corresponding students to ensure all qualifying students are screened.
Screening (Teacher/Raters) Instructions

1. Access the SRSS-IE Teacher/Rater form through email

2. Rating Student’s Behaviors.
   a) Enter your name, Teacher/Rater’s Name, as instructed by your school administration.
   b) Start with the first student in your classroom (remember to only screen students who have been present at least 30 days).
   c) Record the first Student’s Name consult with school administration regarding the use of student ID numbers to differentiate between students with the same first and last name.
   d) Record the student’s grade-level
   
   e) In terms of the frequency of occurrences, rate the student on the first behavior (i.e., Steal), on a 0-3 Likert-type scale (0= Never, 1= Occasionally, 2= Sometimes, 3= Frequently). Move down the form, to complete all items for one student at a time.
   f) Rate student’s behavior one item at a time. Rate all twelve behaviors for the first student on your list then “SUBMIT” the form.

3. Repeat steps 2a-2f for the remaining students on your list as defined by your school administration.
Scoring (Team) Instructions

1. Once all of the teacher/raters have completed screening their students the team can begin scoring the SRSS-IE.
2. Open the **SRSS-IE School Teacher/Rater** from through your secure and FERPA-compliant school Google drive (i.e., the Google drive used to copy the **SRSS-IE Teacher/Rater** from; See page 4, steps 1 - 4).
3. Double-check that the **SRSS-IE School Master Google Sheet** has been linked to the **SRSS-IE Teacher/Rater** form (See page 5 -6, steps 5-9)
4. Access the **SRSS-IE School Master Google Sheet** through the **SRSS-IE Teacher/Rater** form.
   a) Open the **SRSS-IE Teacher Rater** form
   b) Select “Responses”
   c) Select the Spreadsheet Icon in the upper right corner to “View Responses in Sheets”.

5. Teacher/rater responses (raw data) will sync to the first page in the **SRSS-IE School Master Google Sheet**.
   a) Double-check to make sure this page has been renamed to “Form Responses” (See page 6, steps 7-9).
   b) Completing page 6, steps 7-9 is essential for the tool to work properly.
To generate data summaries, graphs, and tables:

a) Select the “Student Scores” tab.
b) Enter “School Name” in the top left corner.
c) Enter the screening “Date” in the top left corner.
d) Next, select the “RUN DATA SUMMARY” button.
e) To permit the data summary script to run and generate graphs and tables, from the “Authorization Required” window select “Continue”.
f) Choose your secure and FERPA-compliant school Google account, then scroll down to select “Allow”.

Authorization Required
A script attached to this document needs your permission to run.

Continue  Cancel
7. Check that this number is accurate and matches enrollment for eligible students at your school. As a universal screener, all eligible students need to be included in this process. Eligible students include students who have attended at least 30 days of school.

   a) Scroll right to check the subscale and total columns - the last three columns (refer to the cut scores on page 14).
   b) For both Externalizing and Internalizing subscales, scores for students rated as “High Risk” will be highlighted in red. “Moderate Risk” will be highlighted in purple. “Low Risk” will be highlighted in blue-green.
   c) Scroll right to access the columns on the far right of this sheet and manually record additional comprehensive data. Although not part of the SRSS-IIE universal screener, teams can gather and document additional data in these cells. This data can include the number of: Office Discipline Referrals, Absences, and Tardies, In-School Suspension days, and Out of School Suspension days.
9. The Additional comprehensive information is not part of the SRSS-IE; however, it might be helpful to use this tool to organize information for the purpose of making data-informed decisions. To assist teams with identifying potential data markers for comprehensive screening, attendance, ODR, and suspension data cells are coded to bright orange when data entered is 5 or greater. The additional column on the far right can be used to make notes and include even more information.

10. The Tier II identification process should be comprehensive and include multiple data sources, including but not limited to school attendance, academic records, office discipline referrals, and teacher nomination. The SRSS-IE subscale scores are only one piece of a more comprehensive process.

11. Select the Externalizing At-Risk Table or Internalizing At-Risk Table to view students' subscale scores.

12. Student data will automatically be sorted into tables by level of risk. At the bottom right corner of each table, the level of student risk will be automatically calculated as a percentage of students rated “Low Risk”, “Moderate Risk”, or “High Risk”. Use this information to inform your team regarding the identification of students for Tier II interventions.

13. For making school-wide decisions, the team might want to access Externalizing or Internalizing At Risk Graphs. This data can be accessed from the Home Page, or At-Risk Tables pages.

14. The information provided on the Externalizing or Internalizing At-Risk Graphs pages are in the form of pie charts and bar graphs, and can be used for sharing school-wide data with your faculty.
Cut Scores for the Student Risk Screening Scale (K-6):

- **Externalizing At-Risk**
  - Low Risk = 0-3
  - Moderate Risk = 4-8
  - High Risk = 9-21

- **Internalizing At-Risk**
  - Low Risk = 0-1
  - Moderate Risk = 2-3
  - High Risk = 4-35

Cut Scores for the Student Risk Screening Scale (6-12):

- **Externalizing At-Risk**
  - Low Risk = 0-3
  - Moderate Risk = 4-8
  - High Risk = 9-21

Please contact TBSP (tbsp@utk.edu) for assistance on how to use the SRSS-IE School Master Google Sheet, SRSS-IE Teacher/Rater form, or other TBSP data tools used to support RTI²-B implementation, appropriately.
Clear Data and Prepare SRSS-IE for the Next Screening

1. Once all data have been entered, and all eligible students screened, download and/or save the **SRSS-IE School Master Google Sheet** in accordance with your school and district protocol. You might want to include the screening date in the new title (e.g., Sept.2019 Screen).

2. On the upper left corner elect “File”, “Save As”. Google allows for several file types to be downloaded and saved, including **Microsoft Excel** and **PDF** file formats.

3. To prepare the spreadsheet for the next screening, the data can easily be cleared. Data will need to be deleted and/or cleared from both the SRSS-IE Teacher/Rater from and the SRSS-IE School master Google Sheet.

4. Access the **SRSS-IE Teacher/Rater** form from your secure, FERPA-compliant, school Google drive
   a) Select “Responses”.
   b) Select the Vertical Ellipses.
   c) Select “Delete All Responses”.
   d) Then open your copy of the **SRSS-IE School Master** Google Sheet
   e) Select the **Main Menu** tab then scroll down just past row 60 to the select “CLEAR ALL DATA”. This will delete all data from the SRSS-IE and prepare the tool for the next screening. Please download and save screening data in a secure place prior to running the “CLEAR ALL DATA” script.
Next Steps to Consider (Team):

1. Share overall risk with faculty and staff
2. Compare time points to analyze whether or not your plan is working
3. Look at numbers by grade level
4. Behavior Screener at Tier II and Tier III
   a. Look at Individual students who are at risk for externalizing and internalizing behaviors
   b. Place students in interventions with the help of Tier II and Tier III intervention grids
   c. Discuss screener data as a part of regularly scheduled data team meetings
   d. Look at multiple sources of data (academic, and social/behavioral data) to identify students for interventions

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References:

