

MHITS Data Portal

Mental Health Intervention Team System

User's Guide v 6.1.00

Revision History

Date	Reason for Changes	Version
8/24/2023	Update Wording on User's Guide	6.1.00

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1 Introduction

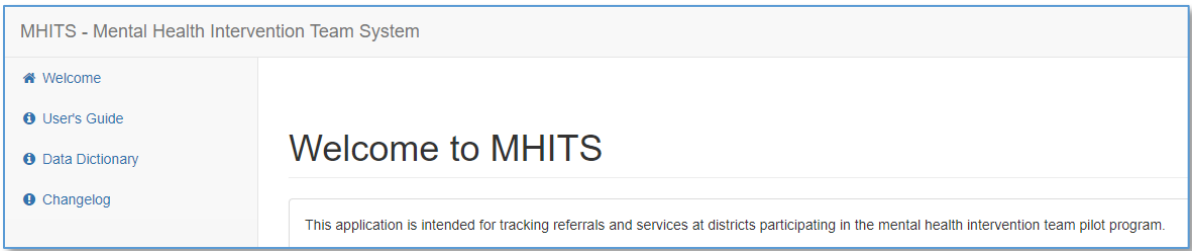
The purpose of the Mental Health Intervention Teams System (MHITS) Data Portal is to track students who are referred and/or receiving services funded by the Mental Health Intervention Teams program. The data collected is used by districts and Mental Health Providers (MHPs) to facilitate communication with families, legal custodians, and staff who provide services to students in the program as well as tracking and reporting student outcomes through progress indicators.

This guide provides directions on how to register for access, add and update student data, and run reports.

NOTE: The “Notes” box will mention items that require special attention.

2 Welcome screen

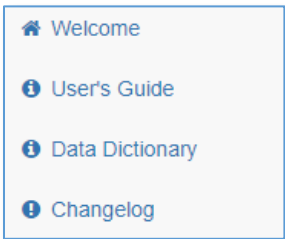
The Welcome screen displays any updated information and notices for changes relevant to users. Please take a minute to see if there are any new messages each time you log in.



NOTE: The system will log you out automatically for security reasons if there is no activity for 20 minutes.

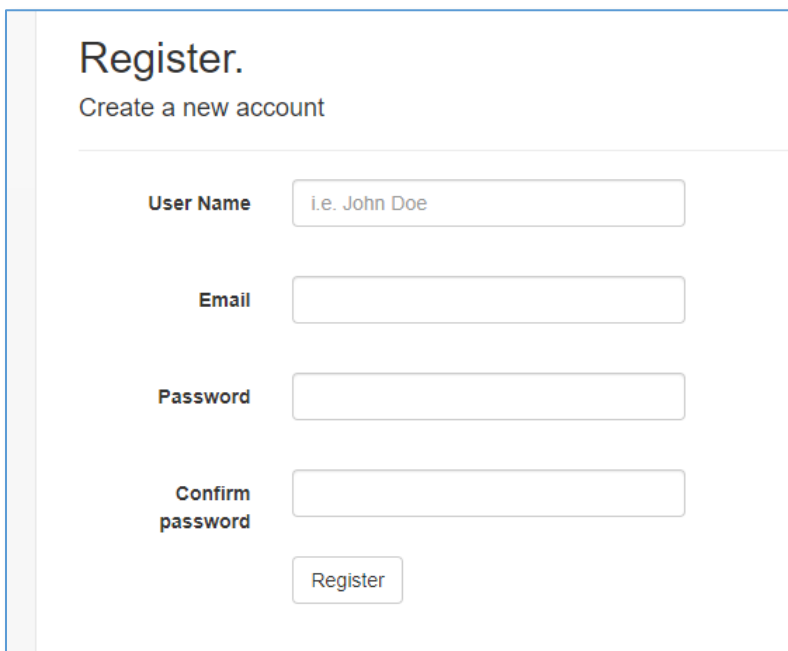
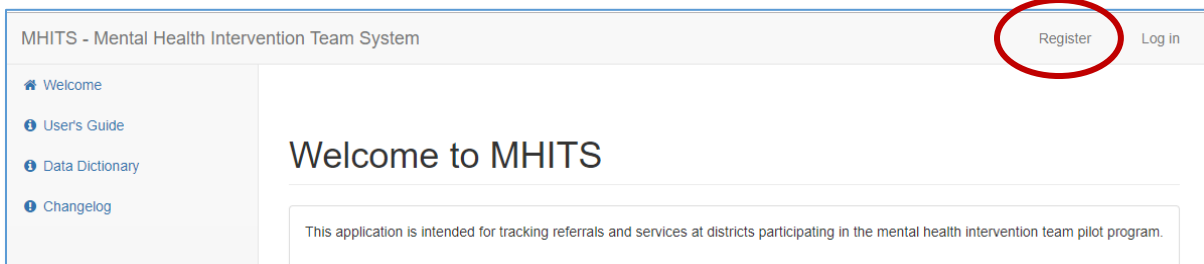
3 Left-Hand Menu

The left-hand menu is used to navigate the system. Prior to logging in the menu includes the Welcome and Changelog screens and links to download the User’s Guide and Data Dictionary. Once logged in additional options are available based on the User Role.



4 Registration

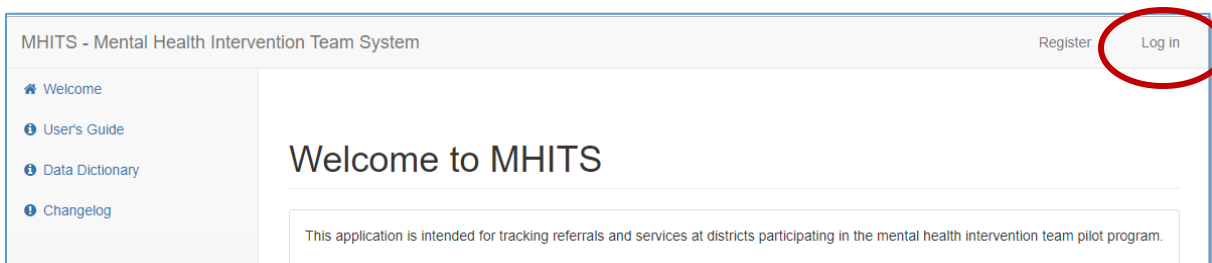
Users will need to register for access prior to entering or viewing data in the system. To register click the register link in the top right corner.



The registration form is titled "Register. Create a new account". It contains four input fields: "User Name" (with the example text "i.e. John Doe"), "Email", "Password", and "Confirm password". A "Register" button is located at the bottom of the form.

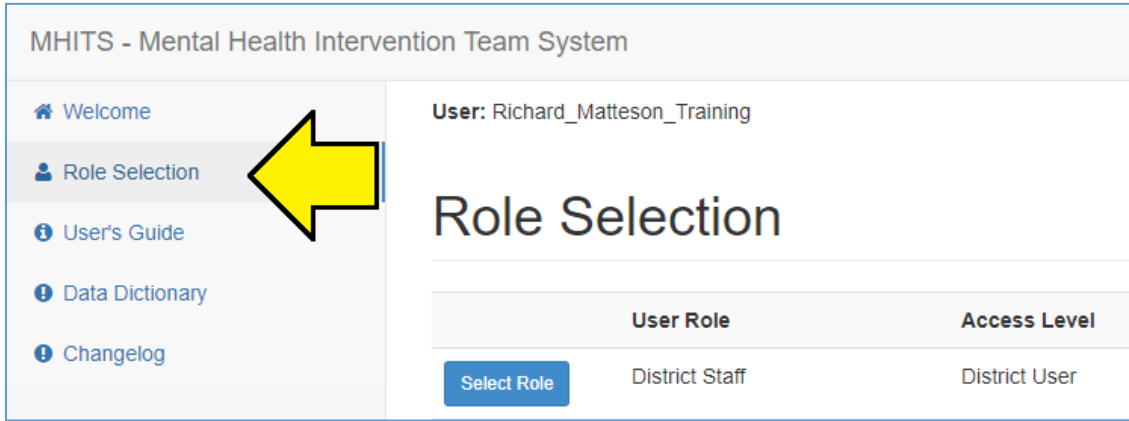
NOTE: An individual will only need a register once for access to the system as the same login may be used for multiple locations roles.

Once you have registered you may log in using the Log In link in the top right corner at any time.

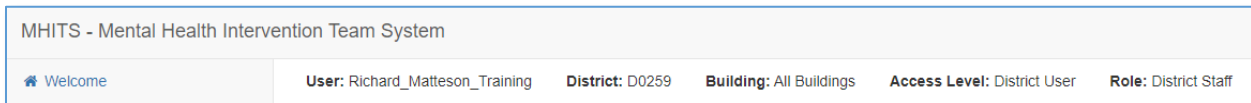


5 User Roles and Access Levels

After logging in you will need to select a role to view or enter student data. To select a role or to request a new role click Role Selection on the left-hand menu.



If you are already approved for access click Select Role and it will be displayed at the top of the screen.



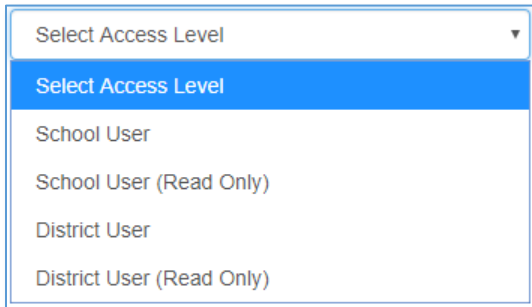
To switch roles while logged in click Role Selection on the left-hand menu and select another role.

5.1 User Roles

The User Role indicates the type of user who is accessing the system.

Role	Users
School Liaison	School Liaisons who work with students at individual buildings or districts as a whole
School Staff	District employees other than Liaisons who need access to the system at a specific building
District Staff	District employees other than Liaisons who need access to the system at all buildings in the district
MHP Staff	MHP staff who are providing services to students as part of the program at a district or a specific building in a district
Superintendent/Designee	The District Superintendent or designated who manages access to users in the system
System Admin	State level users that manage the system
State Staff	State level users and generate Progress Reports and support users of the system

5.2 Access Level



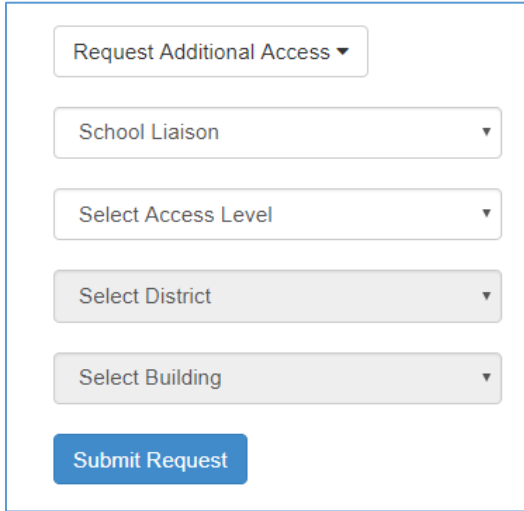
The Access Level determines whether the user will be able to access an individual building or all buildings in a district and whether the user is able to enter or modify data.

If the Access Level for the role ends in (Read Only) then the user is able view student data and run reports but cannot enter or modify data.

NOTE: The MHP Staff Role will only see Referral or Service data where the *Release form Signed* field is checked on their Service Entry screen.

5.3 Adding New Roles

When you first register it is necessary to add at least one role to access student level data. You may also add additional roles at any time by clicking the Request Additional Access button.



Each role requested will have four parts:

- User Role – the type of user requesting access
- Access Level – whether the role is for data entry or only for viewing data
- District – the district for which the user will have access to data
- Building – the building(s) for which the user has access

Most users will have access to a single district or building depending on the local decision for how the program will be implemented. If you need access to a limited number of buildings or multiple districts a separate role will be requested for each building or district.

NOTE: You will not be able to select a requested role until approved by the Superintendent/Designee.

5.4 Removing Roles

If you requested a User Role in error or to remove previous access that was removed by the Superintendent/Designee, you may delete this request using the Delete Role button. You must delete a Declined role before requesting it again.

Select Role	School Liaison	District User	D0323	All Buildings	Approved	
	School Liaison	School User	D0102	Cimarron Elem	Declined	Delete Role
	School Liaison	District User	D0259	All Buildings	Pending	Delete Role

5.5 Role Approval

The Superintendent/Designee Role can Approve, Decline, or Remove access for users in their District.

When a user requests new access for the District or Buildings within the District an email is sent to the Superintendent/Designee and the user is listed under the Pending Roles on the Role Approval Screen.

Role Approval						
Hide Pending Roles ▲						
User Name	Email	User Role	Access Level	Building	Date Requested	Access
Richard_Matteson_Training	support@mhitsportal.org	School Liaison	School User	Beech Elem	8/13/2019	Approve Decline

Once approved the user will be listed under the Active Roles with the option to Remove the previously approved access.

Hide Active Roles ▲						
User Name	Email	User Role	Access Level	Building	Date Approved	Access
Richard_Matteson_Training	support@mhitsportal.org	School Liaison	School User	Beech Elem	9/10/2019	Remove

If the access is Declined or Removed, it will be listed under Declined Roles until the user chooses to remove the Role.

Hide Declined Roles ▲						
User Name	Email	User Role	Access Level	Building	Date Declined	
Richard_Matteson_Training	support@mhitsportal.org	School Liaison	School User	Beech Elem	9/10/2019	

6 Student Lookup

The Student Lookup screen is used to search for individual students and to add or update existing Referrals or Services. You will need the ten-digit KIDS ID number to lookup a student.

Student Lookup


Search for students using a 10 digit KIDS ID.

Name: Cordovi, Nicholas M **Birth Date:** 2/24/2004 **Gender:** Male

6.1 Adding a Service record for a new or returning Student


If the student has a new Referral, Intake, or has returned to the same building and will resume Ongoing Services click the Add New Service button. The new Service record will allow for tracking of where the student was receiving services over time.

Name: Cordovi, Nicholas M **Birth Date:** 2/24/2004 **Gender:** Male



6.2 Updating an existing Service record

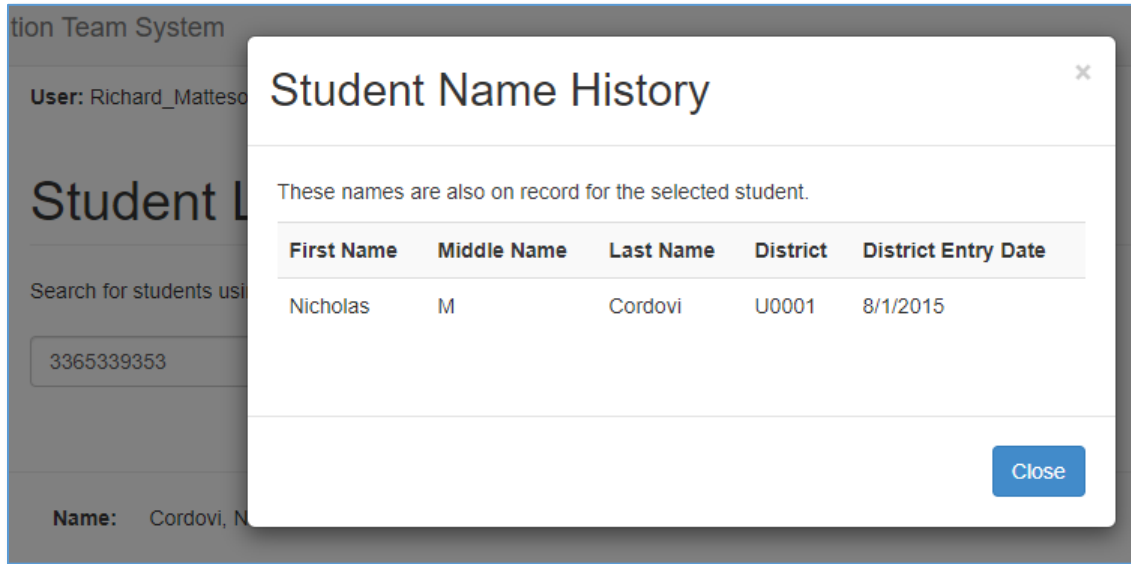
To update an existing Referral, Intake, or Service click the Select Service button.

Existing Services/Referrals					
	District	Building	Date of Referral	Service Start	Service End
<input type="button" value="Select Service"/>	D0259	Allen Elem	8/7/2019	8/12/2019	
	D0101	Erie Elementary	3/15/2019	3/25/2019	6/30/2019

NOTE: You will only have the option to update Service records that can be updated by your selected Role.

6.3 Student Name History

If the name that is displayed is not what you are expecting, you can click the Name History button to show names that were reported for the student in the past. This is helpful for verifying students that had a legal name change or who report different names in different contexts.



7 Service Entry

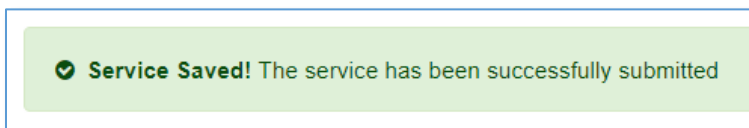
When Add New Service is selected the Student Entry screen will be displayed. If the student has previously received ongoing services, it will be displayed at the top of the screen. If the user is updating a previously saved service, there will be an indicator in the Current Record column.

Prior Service Locations				
District	Building	Service Start	Service End	Current Record
D0259	Allen Elem	8/12/2019		Selected
D0101	Erie Elementary	3/25/2019	6/30/2019	

As entry is completed the screen may provide additional fields based on some selections. In the Referral section the choices for Outcome of Referral will prompt you to enter a date or a reason that an Intake will not be completed. While you may save a record without entering data in every field their inclusion in the system is intended to capture information useful for communication between School Liaisons

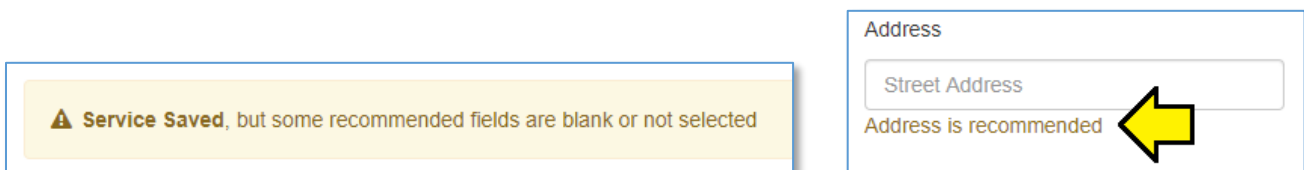
7.1 Service Saved

If all fields required for a record to be considered complete are saved a green banner will be displayed at the top and the bottom of the screen when the record is saved confirming that all required and recommended fields have been completed.



7.2 Service Saved without all Recommended Fields

Some fields are recommended for a complete record but being blank will not stop you from saving the information that you have available. When a record is saved without all recommended fields, a dark yellow banner is displayed, and individual fields will show text indicating that they are recommended for a record to be considered complete.

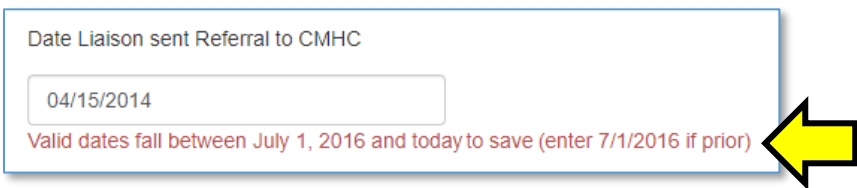
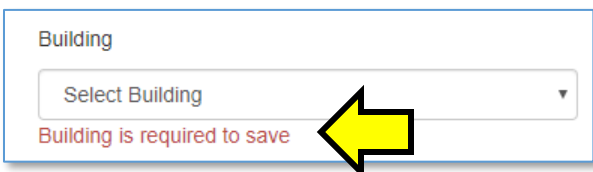


7.3 Save Failed

If there is an issue with a field that must have an entry or that has required formatting a red banner will be displayed when you click the Save Service button. As indicated in the banner no data on the screen is saved and all fields with an error will display error messages that indicate what needs to be changed to save.



The field error messages will indicate what is a valid selection or value for the field.



NOTE: Every record must have a Referral Date and a Building selected to save.

7.4 Release form Signed

The Release form Signed checkbox is used to track whether a release form has been signed for the student so that data may be shared with the MHP Staff.



NOTE: The MHP Staff Role will only see Referral or Service data where the *Release form Signed* field is checked on their Service Entry screen. This includes the prior history tables on Student Lookup, Student List, and Service Entry screens.

7.5 Progress Indicators

As the outcome of intervention is improvement in one or more areas the system tracks both the relevance of four indicators and the progress met for the student as they receive ongoing services. These indicators may be identified during the Intake or while the student is receiving services.

Click the checkbox for each indicator that will be addressed by the services provided. When first checked the default answer is Undetermined to indicate there is not enough information available for the MHIT Mental Health Intervention Team to determine improvement.

Check all that apply from the four progress indicators below.

Has the student's externalizing behavior improved since the start of service?

Has the student improved academically since the start of service?

Yes

No

Undetermined

Has the student's attendance improved since the start of service?

Yes

No

Undetermined

Has the student's internalizing behavior improved since the start of service?

Once enough time has passed and enough information is available update the answer to a Yes or No based on the most recent information available. These values should be updated when if they change while the student is receiving services.

NOTE: Only indicators that are checked and have a value other than Undetermined are used on the Progress Report to calculate the percent improved column.

7.6 Students no longer enrolled and Exit Information

Students may leave a building for a variety of reasons including switching schools, moving to other districts, graduating, and dropping out. MHITS data portal collects Exit Dates for only two specific situations. For all other exits including graduation, moving to another school in the same district, or any situation where they are no longer receiving services you only need to indicate that their Services will not continue.

The two Exit Dates should be entered only if the Exit is the reason for the end of Services. Do not enter a date if the student ended services, and then exited at a later point in time.

The Exit Reasons dropdown menu associated with either a “No Intake Planned” selection following the “Outcome of Referral”, or a “No Ongoing Services” selection after an intake was completed.

If “Student Moved to Another School District” or “Student Dropped Out of School” is selected a date for the event and reason will be entered.

If the reason for the “No Intake Planned” or “No Ongoing Services” selection is that the student graduated, no date or reason needs to be indicated.

If services had been provided at some point but are no longer being provided the dropdown menu will prompt, you to provide the “Most recent service end” date. If services were ended due to “Student Moving to Another School District” or “Student Dropped Out of School”, the date for that event will also be entered.

Student Moved to Another School District ▼

Most recent service end

MM/DD/YYYY

Date student moved to another school district

MM/DD/YYYY

Student Dropped Out of School ▼

Most recent service end

MM/DD/YYYY

Date student dropped out of school

MM/DD/YYYY

8 Student List

Student List

Show Recently Edited ▼

Current Students Referred Students Past Students Past Students Without End-Date 0

	KIDS ID	Name	Nickname	DOB	Building	Open to Service	Foster Care	Service Start
Select Student	3365339353	Cordovi, Nicholas M		2/24/2004	Allen Elem			8/12/2019
Select Student	1627221743	Demmer, Jame Jay		7/16/2012	Cessna Elem	True	False	8/8/2018
Select Student	2897219416	Gasson, Jeannine		10/31/2009	Allen Elem	False	True	8/12/2019

The Student List screen is used to view students grouped into four categories:

1. Current Students – those who are currently receiving services
2. Referred Students – those who have a Referral Date, but have not started services
3. Past Students – those that had referrals or received services in the past
4. Past Students Without End Date – those students who do not have a Service End Date but who have a more recent Service Start Date in another school
 - a. The counter shows the number of students listed to encourage following up with the new district

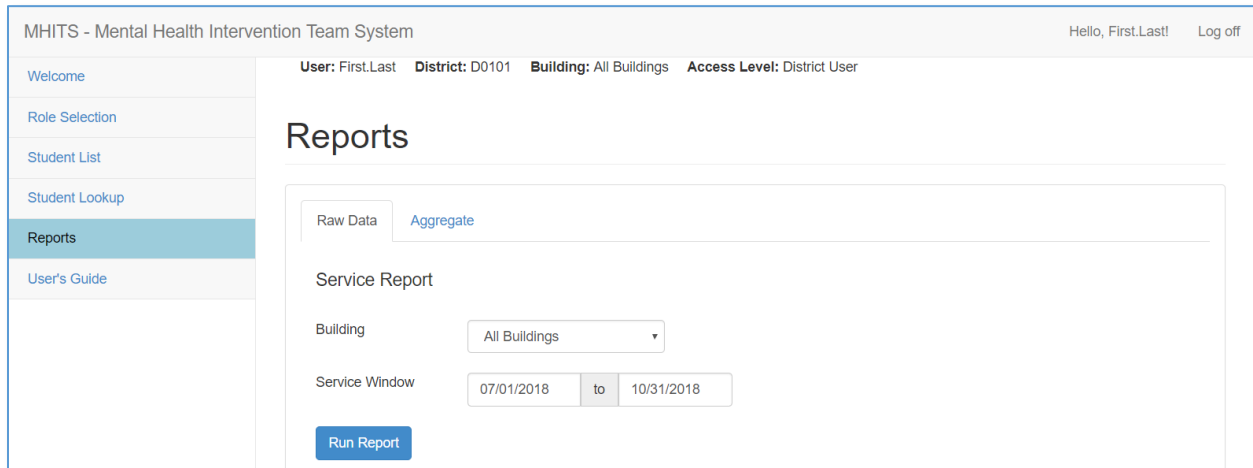
Click on the tab name to switch between groups.

NOTE: If the student enrolls in a different building in the same district and your district wishes to track the student’s attendance at multiple buildings, enter a Most Recent Service End Date on their current Service. You can then use the Student Lookup screen to Add a New Service indicating the student started services at the new building.

9 Reports

The Reports screen is available for all roles and returns data limited to scope of the selected Role. Reports are grouped by whether they show all individual records or return aggregate values.

All reports are returned as Excel files (.xls) so that users may sort and filter their data.



The screenshot shows the MHITS - Mental Health Intervention Team System interface. The top navigation bar includes the system name, user information (Hello, First.Last! Log off), and user details (User: First.Last, District: D0101, Building: All Buildings, Access Level: District User). A left sidebar contains navigation links: Welcome, Role Selection, Student List, Student Lookup, Reports (highlighted), and User's Guide. The main content area is titled "Reports" and features two tabs: "Raw Data" and "Aggregate". Below the tabs is a "Service Report" section with a "Building" dropdown menu set to "All Buildings" and a "Service Window" date range from "07/01/2018" to "10/31/2018". A "Run Report" button is located at the bottom of the form.

Reports with a *Referral Window* will return data for any Referrals with a Referral Date within the data range.

Reports with a *Service Window* will return services that have an Intake Date or Ongoing Service that intersect the date range based on the Start and End Dates.

NOTE: The Referral and Service Window dates default to the first date of the MHIT pilot (7/1/2018) and the current date. These dates may be changed to narrow down results to specific time periods.

9.1 Example of a raw data report

District	Building	KIDS ID	First Name	Middle Name	Last Name	Nickname	DOB	Address	City
D0259	Adams Elem	2897219416	Jeannine		Gasson	The Great	10/31/2009	123 No Way	Wichita
D0259	Adams Elem	1567374611	Gardner	Aubrey	Berni		3/5/2009		
D0259	Allen Elem	2897219416	Jeannine		Gasson		10/31/2009	123 No Way	Wichita
D0259	Allen Elem	3365339353	Nicholas	M	Cordovi		2/24/2004	123 No Way	Wichita
D0259	Cessna Elem	1627221743	Jame	Jay	Demmer		7/16/2012	123 No Way	Wichita

NOTE: Unless otherwise specified, raw data reports will return all referrals and services that meet the report selections and students will be listed multiple times if there are multiple referrals or services that meet the reporting criteria.

9.2 Example of the Progress Report

Question	Total	Percent
1. Number of Students Served	3	
2. Number of Students with Intake Completed but Services not started	0	
3. Number of Students with Intake Planned but not completed	0	
4. Number of Students with Improved Attendance	2	100.00%
5. Number of Students Showing Improved Behavior	2	100.00%
6. Number of Students with Improved Academic Performance	1	100.00%
7. Number of Students Showing Decreased Internalizing Behavior	0	0.00%
8. Number of Students Dropping Out of School	0	0.00%
9. Number of Students Moving Out of the School District	0	0.00%
10. Number of Foster Students Served	1	33.33%
11. Number of Non-Foster Students Served	2	66.67%
12. Number of Students Referred for Services	4	

Numbers 4-7:
The percentage is calculated using the number of students that had that indicator selected for students as the denominator and the number showing improvement as the numerator.

Students showing Improvement in category
Students with that indicator selected

NOTE: The Progress Reports counts each student once based on their most recent referral or service that intersects the Reporting Window in the selected district.

9.3 Reports for Multiple School Districts

In the latest version of the Mental Health Intervention Team System (MHITS) data portal, users with roles in multiple districts will be able to run reports with aggregated data from multiple districts by selecting “All Available Districts” or selecting specific districts from the list.

Reports

District

District Selections List

- All Available Districts
- Erie-Galesburg - D0101
- Wichita - D0259
- Auburn Washburn - D0437

Reports

District

District Selections List

- All Available Districts
- Erie-Galesburg - D0101
- Wichita - D0259
- Auburn Washburn - D0437