



Reaching Families Project: Student Survey Administration and Consultation Recording

Overview: This section provides key information about the project, organized by topic.

Topic	Details
Which students	All students on each caseload: <ul style="list-style-type: none">Newly referred students or students already in therapy
When to administer survey	Depends on the student: <ul style="list-style-type: none">Newly referred students: after they have attended at least 2 sessionsStudents already in therapy: any time
How to administer survey	QR code or URL on youth's own device or on school device

Survey and Recording Procedures: These procedures offer guidance for you as you administer the survey to each student on your caseload.

Step	Task	Details
1	Explanation	Briefly explain the purpose of the survey. For example, "We are working to help make school-based therapy better for students. Would you be willing to complete a survey for me that asks about your experiences in therapy? I won't see how you answer. It will take about 10-20 minutes and would really help us. "
2	Administration	You or the student will open the survey using a QR code or URL. Tell the student their Student ID number to enter into the survey. The student should then complete the survey. You may assist with reading or explaining items if necessary.
3	Wrap-Up	After the student completes the survey, thank them for participating and let them know how important their responses are to helping improve the experiences of students in therapy.
4	Research Team Review	Our research team will monitor survey responses and let you know when we have received a response and if the youth reported any engagement concerns (and is therefore an "eligible student" for Reaching Families consultation).
5	Consultation Recording	Our research team will let you know if you have an eligible student and should record a consultation conversation about one of the students on your caseload. If we tell you that you have an eligible student, schedule a time to meet online with your designated colleague or supervisor and follow instructions for recording and uploading the conversation.
6	Therapy Session	Meet with the student as you typically would. There is nothing special you need to do for Reaching Families.
7	Consultation Recording	Following your therapy session, schedule one more time to meet online with your designated colleague or supervisor to talk about your student. Follow instructions for recording and uploading the conversation.

Questions? Contact Kim Becker (beckerkd@mailbox.sc.edu)