SBIRT IN SCHOOLS RESOURCE TOOLKIT

Verbal Substance Use Screening Program in Massachusetts Schools







SBIRT in Schools Resource Toolkit

Table of Contents

Introduction	3
The Law	4
Overview of Screening, Brief Intervention, and Referral to Treatment (SBIRT)	5
SBIRT in Schools Process	5
Screening	5
Brief Intervention	6
Referral to Treatment	7
Consent to Disclose Confidential Information	7
SBIRT Planning	7
Parent/Guardian Notification and Opt-out Procedure	11
SBIRT Team and Key Stakeholders	11
Data Collection and Reporting Requirements	11
Providing Substance Use Education and Feedback	12
Appendix A: MGL Chapter 71, Section 96	13
Appendix B: Introduction to Screening Script	15
Appendix C: CRAFFT+N Tool Sample	16
Appendix D: REACT Worksheet	17
Appendix E: Brief Negotiated Interview Worksheet	18
Appendix F: Referral Types and Sample Scripts	20
Appendix G: Referral Resources	22
Appendix H: Sample Consent to Disclose Confidential Information	23
Appendix I: SBIRT Stakeholders and Team	24
Appendix J: SBIRT Planning Checklist	26
Appendix K: Orange Card Sample	28
Appendix L: Sample Parent Letter	29
Appendix M: Educational Information on Nicotine, Alcohol, and Marijuana	30
Appendix N: Submitting SBIRT Data Using Online Data Collection Tool	34
References	42

Introduction

This toolkit is designed to assist Screening, Brief Intervention, and Referral to Treatment (SBIRT) teams in planning their annual verbal substance use screening programs. It provides information about the law, the SBIRT process, planning resources, reporting requirements, education resources, and links to helpful websites. The appendices contain tools and samples school SBIRT teams can use when conducting SBIRT.

Be aware that SBIRT resources are continually being updated, so prior to conducting annual verbal substance use screenings, SBIRT teams should check the SHIELD and MASBIRT TTA websites for any tools and resources updates.

Note: Throughout this toolkit, reference is made to the SHIELD and MASBIRT TTA websites. These are located at:

```
SHIELD – <a href="https://shield.bu.edu/">https://shield.bu.edu/</a>
MASBIRT TTA – <a href="https://www.masbirt.org/schools">https://www.masbirt.org/schools</a>
```

This toolkit also references several Massachusetts Department of Public Health services and resources worth bookmarking:

- <u>Bureau of Substance Addiction Services (BSAS)</u> BSAS oversees the statewide system of
 prevention, intervention, treatment, and recovery support services for individuals, families,
 and communities affected by gambling and substance addiction.
- BSAS Office of Youth and Young Adult Services (OYYAS) BSAS funds youth & transitional age
 youth programs to provide developmentally appropriate, strength-based, culturally
 responsive, and trauma-informed services for those living with a substance use disorder (SUD).
- <u>Department of Mental Health</u> The Department of Mental Health, as the State Mental Health
 Authority, assures and provides access to services and supports to meet the mental health
 needs of individuals of all ages; enabling them to live, work, and participate in their
 communities.
- <u>School Health Services</u> School Health Services is comprised of professional staff who
 collaborate with other Department of Public Health programs and the MA Department of
 Elementary and Secondary Education to provide ongoing school health service systems
 development and technical assistance to the Commonwealth's public school districts and
 nonpublic schools.
- <u>Massachusetts Health Promotion Clearinghouse</u> Massachusetts Health Promotion Clearinghouse provides free promotional materials including toolkits, informational brochures, posters, and other helpful materials.

The Law

Since the passage of the Act Relative to Substance Use, Treatment, Education, and Prevention (STEP Act) in 2016, annual verbal substance use screening of adolescents in two grades has been required by law in all public schools.

State and local leaders have made substance use prevention and education a priority. Beginning in the 2017-2018 school year, each city, town, regional school district, charter school, and vocational school district in Massachusetts were required to implement verbal substance use screenings as set forth in Massachusetts General Laws (MGL) Chapter 71, section 97.

Key requirements of the law include:

- Annually screen two grade levels (one middle school and one high school grade level).
- Use the approved screening tool selected by the Massachusetts Department of Public Health (DPH)
 and Department of Elementary and Secondary Education (DESE). Currently, the CRAFFT+N
 screening tool is the only one approved by DPH and DESE. The law does allow districts to select
 another screening tool, but they must provide DPH with a detailed written description of the
 alternative program including reasons why the required verbal screening tool is not appropriate
 for their district.
- Parents/guardians must be notified about the screening prior to the start of the year and must be given the option to opt out in writing.
- What a student discloses during the verbal screening will be kept as confidential as possible.
 Exceptions to confidentiality include if the student's parent or guardian requests the information, in cases of immediate medical emergency, or when disclosure is otherwise required by state law.

 A student, parent, or guardian may provide written consent to share information collected during the verbal screening with other persons.
- When consent to release information is needed, it must be documented on a DPH-approved form.
- There can be no record (written, electronic, or otherwise) of verbal screening results that identifies
 an individual student.
- All de-identified data is reported to DPH within 90 days of screening completion.

The full text of the MGL Ch 71, sec 97 and its amendments is provided in Appendix A.

Overview of Screening, Brief Intervention, and Referral to Treatment (SBIRT)

DPH and DESE have selected SBIRT utilizing the CRAFFT+N screening questionnaire as the approved approach to conduct verbal substance use screenings in schools. Originally developed for use in primary care settings, the evidence-based practice of SBIRT is now used across the fields of health and human services as a population health approach to identifying and addressing unhealthy substance use and supporting healthier choices.

SBIRT with adolescents focuses on prevention, early detection, risk assessment, brief counseling, and, when needed, referral for further assessment or treatment. The SBIRT process begins by using a validated screening tool (CRAFFT+N) to identify the student's current substance use behaviors and related risks, and moves into a one-on-one conversation using motivational interviewing techniques to support and reinforce healthy behaviors and to explore knowledge of and motivation for changing unhealthy behaviors. In some cases, SBIRT may identify a student with more frequent or dangerous substance use who requires referral for further assessment or treatment.

As trusted healthcare providers in the school, school nurses and counseling staff are uniquely positioned to discuss substance use among young people. The brevity, ease of use, and the predictive strength of SBIRT will assist trained staff to promote healthy behaviors, identify substance use, and to provide brief counseling and referral for support, as necessary, to prevent harm at the earliest stages among students.

The goal of doing SBIRT in schools is to empower students to make decisions that promote their health and safety, and to provide an opportunity for early identification of risks related to alcohol, tobacco, nicotine, and other drug use. Achieving this goal requires the collaboration of parents/guardians, local health care providers, students, school health professionals (i.e., nurses, counselors, psychologists), and other members of the school staff and administration.

SBIRT in Schools Process

The steps of the SBIRT process used in schools are described below.

Screening

SBIRT in Schools utilizes the CRAFFT+N behavioral health questionnaire. This verbal substance-use screening tool is empirically-based and developed through primary research and is validated for use with children ages twelve and older (Knight 2002; Levy, et al, 2004). Use of a validated screening tool will enable school health professionals (i.e., nurses and counselors) to detect risk for alcohol, tobacco, nicotine, and other drug use and related harms, and to address them at an early stage in adolescence. In the course of the SBIRT process, other behavioral health concerns may be identified and appropriate school staff may be alerted.

Screening consists of two parts: first, the screening is introduced to the student using a DPH-approved script, and, second, students are asked the questions listed on the CRAFFT+N questionnaire.

Read an Introduction:

Before beginning the actual screen, each student must be read an introduction. This introduction to the screening questionnaire follows a scripted approach to ensure efficiency, accuracy, and consistency throughout the state. Screening team members should have a copy of this script readily available when they introduce the screening to students. A copy of this script is provided in Appendix B.

Utilize the CRAFFT+N:

Students are asked the questions exactly as written on the CRAFFT+N screening questionnaire. A sample of the CRAFFT+N screening questionnaire is available in Appendix C. This tool may be updated from time-to-time based on ongoing research. The most current version, as well as translated versions, of both the introduction and CRAFFT+N can be found on the MASBIRT TTA website.

Brief Intervention

The brief intervention portion of SBIRT is a short, goal-oriented conversation that follows the screening. Once the screening questionnaire is completed, there are two possible scenarios for the brief intervention: REACT and the Brief Negotiated Interview (BNI).

REACT for Students who Screen Negative for Substance Use:

The first scenario is for students who do not report any substance use in the past twelve months. These students have screened negative. They will receive positive reinforcement for making healthy decisions. This is offered during a brief one-on-one conversation. The goal is to support the continuation of safe choices around health, safety, and success in school, and plan for any future challenges.

This conversation is delivered using a three-step model called REACT, which is a structured guide that stands for Reinforce, Educate, and Anticipate Challenges of Tomorrow (adapted from MASBIRT TTA content). An example of REACT with sample scripts is available in Appendix D.

Brief Negotiated Interview (BNI) for Students who Screen Positive for Substance Use:

The second scenario is for students who report some substance use over the past twelve months. This may include experimentation, infrequent use, or frequent use. These students have screened positive, and will receive a brief intervention in the form of the BNI. This is offered during a one-on-one conversation that uses motivational interviewing strategies. The BNI is delivered using a structured conversation that explores behavior change in a respectful, non-judgmental manner. The BNI is intentionally designed to elicit reasons for change and action steps *from the student*. An example of the BNI with scripts is found in Appendix E.

Referral to Treatment

Some students may need a follow-up conversation to increase awareness and further build motivation to change risky behaviors related to substance use. Students may be referred to in-school health professionals (i.e., adjustment counselors, school psychologists, or school nurses). If the screening and/or subsequent assessment indicate that the student needs support beyond what the school can offer, an external referral may be warranted. If the student indicates immediate threat of harm to themselves or others, including a medical emergency, an outside referral or 911 call may be indicated. See Appendix F for more information on referral types and sample scripts on how you might talk with the student about that referral.

The BSAS Office of Youth and Young Adult Services (OYYAS) offers a continuum of services. The most appropriate outpatient treatment service to refer SBIRT screened students is to Adolescent Community Reinforcement Approach (A-CRA). A-CRA is brief, evidence-based treatment developed by Chestnut Health Systems for youth and young adults ages 12-24. ACR-A teaches coping skills, is delivered in the community, clinics, schools or homes, includes family sessions, and is delivered by A-CRA trained and certified clinicians. In addition to A-CRA, other services offered through OYYAS include: detox and stabilization, residential, recovery high schools (managed by DESE), and medication for substance use disorders. The office is also expanding services to include school-based intervention. See Appendix G for referral resources.

Consent to Disclose Confidential Information

The Step Act and the amendment enacted in 2018 states that, "Any statement, response or disclosure made by a pupil during a verbal substance use disorder screening shall be considered confidential information and shall not be disclosed by a person receiving the statement, response or disclosure to any other person without the prior written consent of the pupil, parent or guardian, except in cases of immediate medical emergency or a disclosure is otherwise required by state law; provided, however, that the screening required under this section shall be implemented in accordance with applicable state and federal laws and regulations pertaining to student confidentiality." Therefore, when considering a referral beyond the screening wherein the screener will disclose information or student answers from the screening to another person, a consent form must be signed. A sample consent form can be found in Appendix H.

SBIRT Planning

Team Approach

There are many SBIRT team models in schools across the state; no "right" model exists, but what is important to recognize is that a team approach is essential. The team includes not only school staff and administrators, but parents, students, and members of the community. Appendix I details team members and their roles. Regardless of the model or number of staff involved, training, along with strong communication systems and procedures, should be in place to ensure students receive appropriate support and services. Knowledgeable administrators ensure that team members have time for planning,

access to students, and appropriate follow-up plans. Below is a detailed description of the steps needed for conducting annual verbal substance use screenings using the SBIRT in Schools model. A checklist your team can use to help ensure your screening program is successful each year is provided in Appendix J.

Step 1: Formative Planning

Formative planning includes the initial steps when preparing to conduct your verbal substance use screenings using SBIRT in the school each year. It includes outlining the scope of work, timeline, systems of communication, and SBIRT team members.

Objectives:

- Establish an SBIRT planning team and a SBIRT team lead or coordinator.
 - This team will consist of screeners as well as all of the people you will need to prepare and organize your SBIRT program. This might include administrators, nurses, guidance counselors, adjustment counselors, social workers, and school psychologists. It can be helpful to think broadly. Consider who might be interested in supporting and/or participating in the SBIRT process in some way.

- Develop a system of communication.

This will help you provide updates to the SBIRT team and the wider school community.
 Consider an SBIRT planning team contact list or email listserv. Also consider how you will share information and documents needed to implement SBIRT.

Plan timeline for conducting SBIRT.

 Based on your school calendar, determine when key decisions need to be made, as well as date(s) for conducting SBIRT, and debrief meeting in your school. Move backwards from your projected screening dates to book any necessary meetings and communication deadlines in advance.

- Conduct a review of current process and procedures.

 If you have conducted SBIRT in the past, look at the prior years' plan and consider what you might tweak for the upcoming year. If you are new to SBIRT, consider how to build SBIRT into your existing processes for other school health screenings.

Review relevant school policies and procedures regarding substance use.

Conduct a review of relevant policies and procedures to identify any that may contradict SBIRT approaches (e.g., zero tolerance). Consult policies from other districts for recommendations on wording that support students and moves away from punitive approaches for disclosure of substance use. Please see the OYYAS document Student Substance Use: How School Can Respond which can be downloaded from the Massachusetts Health Promotion Clearinghouse.

- Identify internal and external referral resources.

 It is important to begin the process of thinking about internal and external supports early in the SBIRT planning process. Discuss criteria to match type and intensity of referral services to student needs. Consider what current referral resources are being used and whether they are sufficient.

Review data related to adolescent substance use.

Annually review local, regional, statewide and national data to gather a complete picture
of prevalence, trends, and commonly used substances. Use this knowledge when engaging
community stakeholders, planning which grades to screen, and developing the
educational resources you will use during SBIRT.

Step 2: Process Planning

Process planning is the detailed consideration of all of the components of SBIRT, and supports the development of procedures and strategies for executing every stage of your verbal substance use screening program.

Objectives:

Identify and contact key stakeholders outside of the SBIRT team.

 This may include other teachers, community coalitions, and/or healthcare providers, including a community-based A-CRA provider. It is helpful to start communication with these stakeholders early in the planning process, even if you still need to make decisions on your procedures.

- Establish SBIRT procedures.

- Identify which grade(s) will go through SBIRT.
- Identify the time of year to conduct SBIRT and if you will conduct SBIRT at one time or on a rolling basis.
- Identify how you will keep track of which students have been screened. This list needs to be separate from any student responses to screening questions.
- O Identify which personnel will be involved in directly conducting SBIRT. Most schools use a team of school health professionals including school nurses, school guidance, and school adjustment counselors. You might also consider other members of your school community, as appropriate. Being thoughtful about who screens students is important. The goal is to have screeners with whom students feel safe talking about substance use.
- Identify how you will pair students with those conducting SBIRT. Some schools decide to let this be random, and others create lists ahead of time to match particular students with suitable SBIRT staff. For example, some schools choose to pair students with serious comorbid health conditions with school nurses during SBIRT.
- o Identify which personnel will be involved in referrals, and identify processes for referrals or warm hand-offs.
- Identify the location to conduct SBIRT. Ensure that any location used includes considerations of student privacy and confidentiality. Some schools use private offices for each student, some use larger rooms with adequate visual separation and noise control.
- Establish a process for data collection using the MDPH Data Collection Tool. You might use a computer or tablet for each screener to directly input data, or print out the Data Collection Tool and manually write in appropriate data to compile electronically after SBIRT is completed.
- Determine what educational materials or information will be shared with students.

- Develop scripts for calling parents when necessary (i.e., in case of immediate threat of harm).
- Identify and address student language preferences and population-specific barriers to SBIRT completion.
- Gather any materials needed to support SBIRT, such as binders for the screening team.
 These binders might include:
 - Copy of the "Orange Card" pocket guide to SBIRT (Appendix K)
 - Copy of the introduction script
 - Copy of the CRAFFT+N (in English as well as other languages)
 - Educational materials for students
 - Consent forms to disclose information
 - Scripts for calling parents
 - Referral resources

- Inform students and parents before conducting SBIRT.

- Send a parent/guardian letter outlining SBIRT process before the start of school year (see Appendix L for an example). Information about opting out must be included in this letter. Also, consider how you might communicate with parents/guardians in other ways, like automated phone calls, emails, and on your website.
- Communicate with students about SBIRT. Consider using an assembly or announcement for the specific grade going through SBIRT. Students do not need as much advance notice as parents, but they should be aware that SBIRT will be incorporated as part of their routine health screenings.
- Ensure SBIRT team members have participated in training as required by MDPH.
 - See the SHIELD and MASBIRT TTA websites for training resources. Plan for ongoing training of current and new personnel, as needed.
- Review confidentiality policies and procedures and revise as needed.
 - o Ensure parents/guardians and students have been informed of the policies.
 - o Ensure school personnel have been informed of the policies.
 - Establish a process to obtain written consent to disclose information. A sample consent form is available in the Appendices.

Step 3: Refinement and Sustainability

After completing your verbal substance use screening program each year, evaluate your processes and document best practices for sustaining SBIRT long term.

Objectives:

- Document SBIRT plans each year.
- Schedule a post-SBIRT debrief meeting.
 - This meeting should include your SBIRT team and any other key stakeholders, and should be scheduled to occur right after conducting your screening program. There is a debrief document and description of this process available on the MASBIRT TTA website.

- Determine a plan for sustainability and fidelity to SBIRT process.
 - Determine on-going staff training needs.
 - o Review and revise school policies and procedures to include SBIRT.
- Survey stakeholders for feedback regarding SBIRT process.

Parent/Guardian Notification and Opt-out Procedure

Parents and students both have the right to opt out of SBIRT at any time. This should be outlined in the parent letter and should be communicated to students before conducting the SBIRT. The parent letter may also include resources for talking to teens about substance use, as well as the screening tools and materials used for the verbal screening process. Schools must ensure a delivery method that will reach parents in the district. Some schools use principal newsletters, first day packets, and other effective methods of communication for the school population.

SHIELD's SBIRT in Schools online training module was designed for all audiences, and may be used as a training resource for parents/guardians that want more detailed information. See the SHIELD website for details.

A sample parent letter can be found in Appendix L.

SBIRT Team and Key Stakeholders

The success of the SBIRT program depends on close collaboration between team members, good communications with students, families, and key stakeholders, careful attention to protecting student privacy and confidentiality, and fidelity to protocols. Planning and implementing a successful SBIRT program requires that school teams make connections with key community stakeholders to support their efforts. Each stakeholder brings important perspective in preventing and reducing substance use behaviors in adolescents. Appendix I describes stakeholders and their roles.

Data Collection and Reporting Requirements

Remember that schools may not make a record of any statement, response, or disclosure by a student during the screening that identifies the student. Schools must keep any student responses to the screening confidential, except if a parent or guardian requests the information disclosed during a screening, in cases of immediate medical emergency, or when a disclosure is otherwise required by state law. Schools may not disclose any information obtained in a screening in a way that identifies the student to any other person without the prior written consent of the student, parent, or guardian. The DPH-approved sample consent form is shown in Appendix H.

Schools must report de-identified screening information to DPH. Schools are required to submit SBIRT data to DPH no later than 90 days after completion. The data needs to be tabulated by grade level before it is submitted to DPH. Once the data has been tabulated, it is submitting using the DPH online data collection tool. Instructions for using the tool are provided in Appendix N.

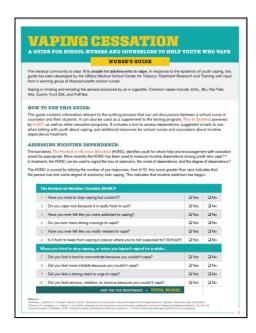
Providing Substance Use Education and Feedback

Substance use education should be delivered to students to reinforce healthy decisions or to educate and inform students about the potential risks of using alcohol and other drugs.

Fact sheets on substance use topics (i.e., tobacco, nicotine, alcohol, marijuana, prescription drug misuse) are available from a number of sources.

- Centers for Disease Control and Prevention (CDC) produces fact sheets like the one pictured here.
- The National Institute on Drug Abuse (NIDA) maintains excellent information as well, and has a section specific to children and teens.
- BSAS, OYYAS, and the Massachusetts Health Promotion Clearinghouse offer a variety of publications on teen substance use for health professionals and families.

SHIELD maintains the most current links to these resources on its website. Key educational information on tobacco, nicotine, marijuana use, and alcohol that SBIRT screening teams may find helpful is listed Appendix M.



Source: https://massclearinghouse.ehs.state.ma.us/PROGTOB/TC3485.html



Source:https://www.cdc.gov/marijuana/pdf/Marijuana-Teens-H.pdf

Appendix A: MGL Chapter 71, Section 96

An Act Relative to Substance Use, Treatment, Education and Prevention was signed into law on March 14, 2016, as Chapter 52 of the Acts of 2016. MGL Chapter 71, section 96, as amended by St. 2016, c. 52, s. 15, requires each school district to develop and file with DESE a policy regarding substance use prevention and the education of its students about the dangers of substance abuse. We are pleased to report that as of December 2017, 99% of districts have submitted their policies to ESE.

Chapter 52, AN ACT RELATIVE TO SUBSTANCE USE, TREATMENT, EDUCATION AND PREVENTION

Section 96. Each public school shall have a policy regarding substance use prevention and the education of its students about the dangers of substance abuse. The school shall notify the parents or guardians of all students attending the school of the policy and shall post the policy on the school's website. The policy, and any standards and rules enforcing the policy, shall be prescribed by the school committee in conjunction with the superintendent or the board of trustees of a charter school.

The department of elementary and secondary education, in consultation with the department of public health, shall provide guidance and recommendations to assist schools with developing and implementing effective substance use prevention and abuse education policies and shall make such guidance and recommendations publicly available on the department's website. Guidance and recommendations may include educating parents or guardians on recognizing warning signs of substance abuse and providing available resources. Guidance and recommendations shall be reviewed and regularly updated to reflect applicable research and best practices.

Each school district and charter school shall file its substance use prevention and abuse education policies with the department of elementary and secondary education in a manner and form prescribed by the department.

Section 97. (a) Subject to appropriation, each city, town, regional school district, charter school or vocational school district shall utilize a verbal screening tool to screen pupils for substance use disorders. Screenings shall occur on an annual basis and occur at 2 different grade levels as recommended by the department of elementary and secondary education, in consultation with the department of public health. Parents or guardians of a pupil to be screened pursuant to this section shall be notified prior to the start of the school year. Verbal screening tools shall be approved by the department of elementary and secondary education, in conjunction with the department of public health. De-identified screening results shall be reported to the department of public health, in a manner to be determined by the department of public health, not later than 90 days after completion of the screening.

(b) A pupil or the pupil's parent or guardian may opt out of the screening by written notification at any time prior to or during the screening. A city, town, regional school district, charter school or vocational school district utilizing a verbal screening tool shall comply with the department of elementary and secondary education's regulations relative to consent.

- (c) Any statement, response or disclosure made by a pupil during a verbal substance use disorder screening shall be considered confidential information and shall not be disclosed by a person receiving the statement, response or disclosure to any other person without the prior written consent of the pupil, parent or guardian, except in cases of immediate medical emergency or a disclosure is otherwise required by state law. (See insert with 2018 amended language below) Such consent shall be documented on a form approved by the department of public health and shall not be subject to discovery or subpoena in any civil, criminal, legislative or administrative proceeding. No record of any statement, response or disclosure shall be made in any form, written, electronic or otherwise, that includes information identifying the pupil.
- (d) The department of elementary and secondary education shall notify each school district in writing of the requirement to screen students for substance use disorders pursuant to this section. School districts with alternative substance use screening policies may, on a form provided by the department, opt out of the required verbal screening tool. The form shall be signed by the school superintendent and provide a detailed description of the alternative substance use program the district has implemented and the reasons why the required verbal screening tool is not appropriate for the district.
- (e) No person shall have a cause of action for loss or damage caused by an act or omission resulting from the implementation of this section.

[Subsection (c) as amended by 2018, 208, Sec. 25 effective August 9, 2018. For text effective until August 9, 2018, see above.]

(c) Any statement, response or disclosure made by a pupil during a verbal substance use disorder screening shall be considered confidential information and shall not be disclosed by a person receiving the statement, response or disclosure to any other person without the prior written consent of the pupil, parent or guardian, except in cases of immediate medical emergency or a disclosure is otherwise required by state law; provided, however, that the screening required under this section shall be implemented in accordance with applicable state and federal laws and regulations pertaining to student confidentiality, including rules and regulations promulgated pursuant to section 34D. Such consent shall be documented on a form approved by the department of public health and shall not be subject to discovery or subpoena in any civil, criminal, legislative or administrative proceeding. No record of any statement, response or disclosure shall be made in any form, written, electronic or otherwise, that includes information identifying the pupil.

Appendix B: Introduction to Screening Script

Introduce screening

I would like to ask a few health screening questions about alcohol, other drugs, nicotine, and tobacco use that we are asking all students in your grade.

Address confidentiality

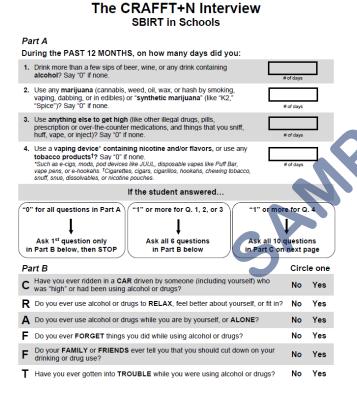
There is no written record of this screening that includes information that specifically identifies you. Anything you tell me will be kept as confidential as possible. One reason why this information would not be kept confidential is if something you say indicates that there is an immediate risk to your safety or someone else's safety. Additionally, you, your parent, or your guardian could request the information we discussed today. In any case, we would figure out next steps for support together. Do you understand?

Ask permission to ask questions

Is it okay to ask you these questions?

Appendix C: CRAFFT+N Tool Sample

Prior to starting your screening program each year, download the most current version from the MASBIRT TTA website.



Part C

"The following questions ask about your use of any vaping devices containing nicotine and/or flavors, or use of any tobacco products.*"

			Circle	one
	1.	Have you ever tried to QUIT using, but couldn't?	Yes	No
	2.	Do you wape or use tobacco NOW because it is really hard to quit?	Yes	No
	3.	Have you ever felt like you were ADDICTED to vaping or tobacco?	Yes	No
	4.	Do you ever have strong CRAVINGS to vape or use tobacco?	Yes	No
	5.	Have you ever felt like you really NEEDED to vape or use tobacco?	Yes	No
	6.	Is it hard to keep from vaping or using to bacco in PLACES where you are not supposed to, like school?	Yes	No
	7.	When you HAVEN'T vaped or used tobacco in a while (or when you tried to stop using)		
		a. did you find it hard to CONCENTRATE because you couldn't vape or use tobacco?	Yes	No
		b. did you feel more IRRITABLE because you couldn't vape or use tobacco?	Yes	No
		c. did you feel a strong NEED or urge to vape or use tobacco?	Yes	No
		d. did you feel NERVOUS, restless, or anxious because you couldn't vape or use tobacco?	Yes	No

Wheeler, K. C., Fletcher, K. E., Wellman, R. J., & DiFranza, J. R. (2004). Screening adolescents for nicotine dependence: the Hooked On Nicotine Cheoklist. J Adolesc Health, 35(3), 225–230; McKelvey, K., Baiocchi, M., & Halpern-Feisher, B. (2016). Adolescents' and Young Adults' Use and Perceptions of Pod-Based Electro Cigarettes. JAMA Abervon Cpen., 16(6), e185355.

© John R. Knight, MD, Boston Children's Hospital, 2020. Reproduced with permission from the Center for Adolescent Behavioral Health Research (CABHRe), Boston Children's Hospital.

crafft@childrens.harvard.edu

For more information and versions in other languages, see www.masbirt.org/schools.

Appendix D: REACT Worksheet

Responding to Negative Screens for students who report no substance use in the past 12 months.

Step	Concepts	Sample Script
Reinforce - Acknowledge and affirm healthy		"You've decided not to use alcohol,
	decisions.	tobacco, nicotine, and other drugs, which
	- Be genuine and specific about what	is one way to protect your health and
	the student is doing well.	safety. Tell me what helps you make
	- Encourage continued abstinence by	those choices?"
	using open ended questions to ask	
	about the student's reasons for	Then reflect back the student's response.
	choosing to refrain from using	
	substances.	"So, you don't use because it could
		interfere with your ability to make it onto
		the soccer team."
Educate	- Share information about the health	Elicit: "What do you know about the risks
	and safety risks of substance use	of substance use?"
	during adolescent years.	
	- Maintain a conversational tone and	"Would it be okay if I share some
	select 1-2 talking points based on	additional information with you?"
	the interests and activities of the	
	individual student.	Provide: Share 1-2 factual and relevant
	- Always ask permission before	points related to substance use.
	providing information.	
		Elicit: "What are your thoughts about
		that?"
Anticipate	- Use open ended questions that	"What situations could make it difficult
Challenges of	explore future barriers to remaining	for you to continue to avoid alcohol,
Tomorrow	substance free.	tobacco, nicotine, and other drug use?
	- Briefly ask about potential solutions	How might you handle that?"
	or alternatives to those barriers.	"What would you do if you were in a
	- Thank the student.	situation where you were offered
		alcohol, tobacco, nicotine, or other
		drugs?"
		"Thank you for being open to speaking
		with me today!"

Appendix E: Brief Negotiated Interview Worksheet

Step	Concepts	Sample Script
Build	- Establish a connection.	"I'd like to learn a little more about you
Rapport - Set the tone for an open, non-		What are important things/hopes/goals in
	critical conversation.	your life now?"
	- Get to know a little bit about	OR "What is a typical day like for you?"
	the student.	
		"How does your use of [X] fit in?"
Explore Pros	 Explore context of substance 	"What do you like about using [X]?"
& Cons	use.	"What do you like less about using [X]?"
	 Help student examine his or 	
	her ambivalence by asking	Explore any problems mentioned in
	pros and cons.	<u>CRAFFT+N:</u>
	 Use a double-sided reflection 	"You mentioned Can you tell me a little
	to evoke reasons for change	more about that?"
	from the student.	
		"So, on the one hand you said [pros], <u>and</u>
		on the other hand you said [cons]. What do
		you make of that?"
		Elicit: "What do you know about the risks
Feedback	health and safety risks of	of using [X]?"
	substance use during	
	adolescent years.	"Would it be okay if I share some additional
	- Maintain a conversational	information with you?"
	tone and select 1-2 talking	
	points based on the interests	Provide: Share 1-2 factual and relevant
	and activities of the individual	points related to substance use.
	student.	
	 Always ask permission before 	Elicit: "What are your thoughts about
	providing information.	that?"
Use	 Assess readiness for change 	"On a scale of 1-10, how ready are you to
Readiness	using Readiness Ruler.	change any aspect of your [X] use?"
Ruler	- Use the follow up question to	
	evoke more change talk from	"Why did you choose a [X] and not a <u>lower</u>
	the student.	number like a 1 or 2?" If 1: "What would
	- Use reflective listening skills to	need to happen for you to consider making
	reinforce student's reasons for	a change in your use?"
	change.	
		Reflect back student's reasons for change.

Negotiate Develop an action plan in "Given our discussion so far, what might Action Plan partnership with the student. you do?" Elicit student ideas first. Provide ideas using Elicit-When making any suggestions, including suggestions about referrals, use Elicit-Provide-Elicit format, if Provide-Elicit format. necessary. Assess confidence using "On a scale of 1-10, how confident are you Confidence Ruler. Use follow up questions to that you could meet this goal? Why not a elicit action steps and explore <u>lower</u> number? What might help you to get to a higher number? What helped you challenges. Summarize plan and any succeed with changes in the past? What follow up. obstacles do you anticipate?" Thank the student. Summarize plan, including any steps towards change. "Thank you for being open to speaking with me today!"

Appendix F: Referral Types and Sample Scripts

Referral Type	Concepts	Sample Script
Follow-up	A follow-up between the original	"I am wondering if it would be okay to
with SBIRT	screener and student to continue the	follow up with you in [a few days, weeks]
screener	conversation and provide for further	to see how you are doing with your plan.
	assessment of risk. The student is	What do you think about that?"
	agreeing to a follow-up or future	
	conversation that may include a	"Great! I look forward to seeing you then."
	scheduled appointment. There is no	
	consent form indicated for this because	
	there are no screening results	
	documented or shared with another	
	individual.	
In-school	Two types:	Referral: "You have been very open to
referral		having this conversation with me so far,
(to another	Referral: The student will have given	and I wonder if it could be helpful to
school	written consent on the MDPH-	continue talking about this in the future to
professional)	approved form to approve disclosure of	explore what you want to do. Ms. M is
	screening results to another school	very knowledgeable about these things
	professional. The consent for disclosure	and is available to meet with students.
	form (which includes no results) would	Would it be ok if I told Mrs. M what we
	allow you to share the information	talked about today so she could follow up
	verbally with the receiving professional,	with you directly?"
	preferably with the student present if	
	the student wants to be included in the	"Great! I'll need you to just give me
	conversation.	written permission to share the
		information." (Student will need to sign
	Warm hand-off: Some students may	the consent form.)
	agree to follow up with another school	
	professional that is readily available	Warm hand-off: "Mrs. M is actually very
	and the screener does not need to	knowledgeable about helping students
	disclose screening results. In this case a	think through their options regarding
	warm hand-off, or another method of	substance use. If you think it could be
	connecting the student directly with	helpful, you can share with her what we
	support from another school	have talked about today. What do you
	professional, may not require a consent	think? Would it be okay if I called her to
	form if no results or disclosure of	see if she is available to check in with you
	information is given.	briefly today?"

Out-of-School Referral Some students may need outside referrals if the student's needs are beyond what the school can provide. In these cases, effort should be made to elicit support from the parent/guardian prior to engaging with outside referrals, when parental involvement is in the best interest of the student. Most of the time, out-of-school referrals are a stepwise process.

Community Referral: Based on SBIRT screening results, students may need to be referred to outside individuals or agencies for further assessment, evaluation, or treatment. Typically, these referrals will happen after an initial referral for further assessment within the school. Outside referrals can include a range of individuals and agencies, including the student's primary care provider (PCP). The school professional will need written consent from the student to disclose any screening results to outside referrals, except in the case of immediate medical emergency.

Emergent: During SBIRT screening, though rare, there are instances when there is an obligation of disclosure of screening results due to immediate medical emergency or otherwise indicated by law. In these cases, parents/guardians or 911 may be called.

Calling parent: "Is it okay if I share my thoughts with you? It seems like you could benefit from some support around your substance use, and I think it could be helpful to get your parent (or guardian) involved. I would like to call your family and help you begin the conversation. What do you think? Would you like to stay with me while I call?" (Always offer to have the student in the room when calling parents.)

Direct Community Referral: "We have a substance use counselor in the school/community and they have a lot of experience helping teens with substance use and are available to talk with you. Would you be willing to give me consent to talk with them about what you have shared today so they can reach out to you and offer more ideas?"

Emergent: "Remember in the beginning when I said there might be reasons why I need to share this information with others? Well, given what you have told me, I'm concerned about you and need to take steps to make sure you are safe. I have some thoughts on what we need to do right now." (Share thoughts and be clear with plan.)

Appendix G: Referral Resources

BSAS has a dedicated office for the oversight of state-funded, substance use-related services for youth and young adults ages 8-26, called the Office of Youth and Young Adult Services (OYYAS). OYYAS oversees the implementation, enhancement, and sustainability of developmentally tailored services including: intervention, treatment, and recovery supports. The Massachusetts Tobacco Cessation and Prevention Program focuses on comprehensive approaches to reduce tobacco and nicotine use and provides a variety of resources and supports, including a helpline to connect to trained guit coaches.

The **OYYAS website** is: https://www.mass.gov/service-details/youth-and-young-adult-services

OYYAS and the Department of Mental Health developed this website, **Hand Hold**, for parents: https://handholdma.org/

Massachusetts Substance Use Helpline: 1-800-327-5050 www.helplinema.org/for-parents/

Massachusetts Tobacco Cessation and Prevention Program: Take the first step toward a nicotine free life Quitline 1-800-QUIT-NOW https://www.mass.gov/take-the-first-step-toward-a-nicotine-free-life

Schools needing additional support around referrals to treatment after a positive SBIRT screen should consider contacting their local **Adolescent Community Reinforcement Approach (A-CRA) provider** listed on the Massachusetts Substance Use Helpline https://helplinema.org/for-parents/ or by calling 800-327-5050.

For current information about referral resources see SHIELD's SBIRT in Schools Health Screening Resources at https://shield.bu.edu/health-screenings.

Appendix H: Sample Consent to Disclose Confidential Information

School Letterhead or other school identification

SBIRT in Schools Consent to Disclose Confidential Information

1	give nerr	nission for	
(Name of Student, Parent, or G		(Name/Role of School Professional mak	ing disclosure)
to share information with _			_ about:
	(Name of person o	r organization to which disclosure is to be made)	
(Nature and	d amount of inform	nation to be disclosed; as limited as possible)	·
This consent expires automa	atically if any of th	ne following occur:	
(Specify t	he date, event, or o	condition upon which this consent expires)	
I have been given a copy of	this form.		
Dated:			
	Signatur	e of Student, Parent, or Guardian	
	 Relations	ship to Student	

Appendix I: SBIRT Stakeholders and Team

Stakeholder	Roles	Possible Actions
Student	Students and their families should be	Families should:
Parents/guardians	educated about the goals and process of SBIRT in Schools.	 Review the letter sent home about screening process and review materials provided Review opt out procedure and contact information Review educational materials about substance use in adolescence Discuss SBIRT with their children prior to screening
Administration	Administrators are important leaders and facilitators of the SBIRT program. They are responsible for ensuring the program is implemented and that it meets all regulatory requirements.	 Establish a multidisciplinary SBIRT team Support the role of the School SBIRT Coordinator Notify school staff of screening process Collaborate with community stakeholders
SBIRT Coordinator	The SBIRT Coordinator oversees the development of SBIRT policies and procedures and ensuring that the process is being conducted with fidelity. The SBIRT Coordinator is commonly the district nurse leader who has been given the time, resources, and authority to manage the program.	 Consult planning checklist Collaborate with stakeholders Manage day-to-day aspects of screening, such as: notification of the screening dates to families, students, staff; coordinating the screening process; managing data; ensuring current screening materials
School Nurse	The school nurse is a health resource/health educator, who collaborates with all stakeholders. In some cases, the nurse may also need to provide emergency treatment for substance use in the school until emergency medical services arrive. These responsibilities are always performed in collaboration with other members of the School Assistance Team.	 Attend SBIRT training Conduct individual screenings and assess for comorbid medical conditions Provide on-site counseling, including motivational interviewing or substance use counseling Collaborate with physicians, parents/guardians

		•	Provide brief interventions and refer as needed
Behavioral Health Team (School Social Workers, School Adjustment Counselors, Guidance Counselors, School Psychologists, School Substance Use Counselors, Health Educators)	Trained, licensed school professionals often conduct SBIRT. The role of counselors, and behavioral and psychological professionals in the substance-use screening program may vary in each district. Such specialists may be district or school employees, or may provide services on a contractual basis. For many school districts, providing intensive substance use treatment services may not be possible or warranted.	•	Attend SBIRT training and assist with verbal screening Provide assessment, referral, and follow-up to outside resources, as needed, for at risk students Collaborate with school nurses, school personnel, and mental health professionals for ongoing support of students Deliver substance use prevention education workshops relevant to adolescent substance use and misuse for parents and school personnel Provide crisis intervention and referral as needed
School Assistance Team (SAT)	The SAT provides the necessary link between school instructional functions and its guidance, counseling, and health service delivery programs. Its primary goal is prevention and early intervention. Policies must be developed for the SAT consistent with MGL and FERPA regulations that govern public school health records.	•	The SAT provides opportunities for prevention, helps identify school-wide issues, as well as individual concerns, refers students to community resources, provides ongoing case management, and recommends policy and program changes to improve the school's climate and educational support services
Community Agencies	These groups may include: community coalitions, health and human service groups, faith-based organizations, youth groups, civic organizations, law enforcement, local healthcare providers, mental health care providers, and parent organizations.	•	Many community organizations can provide education, funding, or resources to support at-risk students and their families identified through verbal substance use screening in schools
Athletic Directors (ADs)	ADs are responsible for ensuring that the school's athletic policies meet regulatory requirements. Athletic personnel should understand the purpose and nature of confidential verbal substance use screening program.	•	Review current athletic policies, and support student healthy behaviors

Appendix J: SBIRT Planning Checklist

This document can be used as a checklist to document your school's plan for conducting SBIRT each year.

School Year:			
Persor	Completing Form:		
Step 1	: Formative Planning		
	SBIRT Team Coordinator:		
	SBIRT planning team members and roles in school:		
	Other key stakeholders:		
	Method of communication with planning team:		
	Projected timeline for conducting SBIRT:		
	Internal referral resources:		
	External referral resources:		
	Notes from process review or prior year's debrief meeting:		
	Notes from relevant data related to adolescent substance use:		
Other	tasks:		
	Review school policies and procedures related to SBIRT and substance use		
Step 2	: Process and Implementation Planning		
•	procedures:		
	Grade:		
	Date(s) to conduct SBIRT:		
	Location(s) to conduct SBIRT:		
	Process for keeping track of students who complete SBIRT:		
	Names of staff involved in conducting SBIRT (screening students):		
	Process for pairing students with staff, if any:		
	Names of personnel involved in referrals or warm hand-offs:		
	Process for data collection:		
	Educational materials to be used with students:		
	Languages needed for SBIRT materials:		
	Other supportive materials needed for students:		
	Method and date(s) to inform students and parents ahead of SBIRT implementation:		
Other	tasks:		
	Develop scripts for calling parents when necessary		
	Ensure SBIRT team members have participated in training as required by MDPH		

Step 3	Step 3: Refinement and Sustainability				
	Date and time of SBIRT debrief meeting (after SBIRT is conducted):				
	Plan for surveying stakeholders, if any:				
Sugges	sted items to have on hand while screening students:				
	Laptop/computer for recording de-identified results				
	Introductory screening statement to read to students				
	Screening tools in appropriate languages				
	REACT and BNI conversation guides for reference				
	Fact sheets for educational use				
	Readiness ruler				
	Copies of the consent form				
	List of current in-school and community resources with contact information				

Appendix K: Orange Card Sample

Prior to starting your screening program each year, download the most current version from the MASSBIRT website.

MASBIRT SBIRT IN SCHOOLS Find the CRAFFT+N: SBIRT in Schools screening tool in English and other translations at masbirt.org/schools Tell me a little about why you've made the healthy decision to <u>not</u> use alcohol, other drugs, nicotine, or tobacco. Use a reflection and/or affirmation to reinforce their reasons for not using. Elicit: What do you already know about the risks of using these substances? Would it be okay if I share some information with you? Provide: Share 1-2 salient risks. Elicit: What are your thoughts about that? Anticipate Challenges of Tomorrow What situations could make it hard for you to continue to avoid using these substances? How might you handle those situations? What might you do or say if offered one of them? Summarize conversation and thank them for sharing. Nicotine (Vaping Devices, E-cigs, Tobacco Products) Some vape pods have as much nicotine as 20 cigarettes · Nicotine can harm the brain, including memory and ability to lea Aerosol from vaping is not water vapor, it may contain cancer-cause chemicals

The brain is developing until age 25, alcohol use during the teen years

· Alcohol is particularly damaging to the part of the brain that is

· Alcohol impairs safe driving by causing vision impairment, slower

reaction times, lower concentration and difficulty multi-tasking

· Effects of cannabis on attention, memory, and learning can last for

days or even weeks and cause disruption to eating and sleeping

Depending on the source and mode of use, cannabis can vary greatly

Cannabis can increase risks of chronic cough, anxiety and depression

important for memory and learning (the hippocampus)

can interfere with healthy brain development

Alcohol (Beer, Wine, Liquor)

Cannabis (Marijuana)

in its effect and potency

Explore problems mentioned in CRAFF1+N: You mentioned Can you tell me more about that? So, on the one hand you said [PROS], and on the other hand you said [CONS]. Where does that leave you? Elicit: What do you already know about the risks of using [X]? Would it be okay if I share some information with you? Provide: Share 1-2 salient substance specific risks. Elicit: What are your thoughts about that? On a scale of 1-10, how ready are you to change any aspect of your [X] use? Why did you choose [X] and not a lower number like 1 or 2?			Delet Non-Siste diluteration (Associate)		
What do you like about using [X]? • What do you like less or regret about using [X]? • Explore problems mentioned in CRAFFT+N: You mentioned Can you tell me more about that? So, on the one hand you said [PROS], and on the other hand you said [CONS]. Where does that leave you? • Elicit: What do you already know about the risks of using [X]? Would it be okay if I share some information with you? • Provide: Share 1-2 salient substance specific risks. • Eflicit: What are your thoughts about that? • On a scale of 1-10, how ready are you to change any aspect of your-[X] use? • Why did you choose [X] and not a lower number like 1 or 2? • If "I": What would need to happen for you to consider making a change? • Use a reflection to reinforce their reasons for change. • Given our discussion, what might you do? • If making suggestions or a referral, use Elicit-Provide-Elicit. • On a scale of 1-10, how confident are you that you could meet this goal? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number? • What obstacles do you anticipate? What helped you succeed with changes in the pat?		t		V	ERY
What do you like about using [X]? • What do you like less or regret about using [X]? • Explore problems mentioned in CRAFFT+N: You mentioned Can you tell me more about that? So, on the one hand you said [PROS], and on the other hand you said [CONS]. Where does that leave you? • Elicit: What do you already know about the risks of using [X]? Would it be okay if I share some information with you? • Provide: Share 1-2 salient substance specific risks. • Eflicit: What are your thoughts about that? • On a scale of 1-10, how ready are you to change any aspect of your-[X] use? • Why did you choose [X] and not a lower number like 1 or 2? • If "I": What would need to happen for you to consider making a change? • Use a reflection to reinforce their reasons for change. • Given our discussion, what might you do? • If making suggestions or a referral, use Elicit-Provide-Elicit. • On a scale of 1-10, how confident are you that you could meet this goal? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number like 1 or 2? • Why did you choose [X] and not a lower number? • What obstacles do you anticipate? What helped you succeed with changes in the pat?		plin	 What are some important things/hopes/goals in your life? 	<u>۲</u>	
Would it be okay if I share some information with you? Provide: Share 1-2 salient substance specific risks. Elicit: What are your thoughts about that? On a scale of 1-10, how ready are you to change any aspect of your X use? Why did you choose [X] and not a lower number like 1 or 2? If "I": What would need to happen for you to consider making a change? Use a reflection to reinforce their reasons for change. Given our discussion, what might you do? If making suggestions or a referral, use Elicit-Provide-Elicit. On a scale of 1-10, how confident are you that you could meet this goal? Why did you choose [X] and not a lower number like 1 or 2? What obstacles do you anticipate? What helped you succeed with changes in the pat?		B Ra		E YO	10
Would it be okay if I share some information with you? Provide: Share 1-2 salient substance specific risks. Elicit: What are your thoughts about that? On a scale of 1-10, how ready are you to change any aspect of your X use? Why did you choose [X] and not a lower number like 1 or 2? If "I": What would need to happen for you to consider making a change? Use a reflection to reinforce their reasons for change. Given our discussion, what might you do? If making suggestions or a referral, use Elicit-Provide-Elicit. On a scale of 1-10, how confident are you that you could meet this goal? Why did you choose [X] and not a lower number like 1 or 2? What obstacles do you anticipate? What helped you succeed with changes in the pat?		ons		r AR	
Would it be okay if I share some information with you? Provide: Share 1-2 salient substance specific risks. Elicit. What are your thoughts about that? On a scale of 1-10, how ready are you to change any aspect of your X use? Why did you choose [X] and not a lower number like 1 or 2? If 17: What would need to happen for you to consider making a change? Use a reflection to reinforce their reasons for change. Given our discussion, what might you do? If making suggestions or a referral, use Elicit-Provide-Elicit. On a scale of 1-10, how confident are you that you could meet this goal? Why did you choose [X] and not a lower number like 1 or 2? What obstacles do you anticipate? What helped you succeed with changes in the pat?		lore d C		DEN	9
Would it be okay if I share some information with you? Provide: Share 1-2 salient substance specific risks. Elicit. What are your thoughts about that? On a scale of 1-10, how ready are you to change any aspect of your X use? Why did you choose [X] and not a lower number like 1 or 2? If 17: What would need to happen for you to consider making a change? Use a reflection to reinforce their reasons for change. Given our discussion, what might you do? If making suggestions or a referral, use Elicit-Provide-Elicit. On a scale of 1-10, how confident are you that you could meet this goal? Why did you choose [X] and not a lower number like 1 or 2? What obstacles do you anticipate? What helped you succeed with changes in the past?		Expl		H	~
Would it be okay if I share some information with you? Provide: Share 1-2 salient substance specific risks. Elicit. What are your thoughts about that? On a scale of 1-10, how ready are you to change any aspect of your X use? Why did you choose [X] and not a lower number like 1 or 2? If 17: What would need to happen for you to consider making a change? Use a reflection to reinforce their reasons for change. Given our discussion, what might you do? If making suggestions or a referral, use Elicit-Provide-Elicit. On a scale of 1-10, how confident are you that you could meet this goal? Why did you choose [X] and not a lower number like 1 or 2? What obstacles do you anticipate? What helped you succeed with changes in the pat?				00 >	w
On a scale of 1-10, how ready are you to change any aspect of your X use? Why did you choose [X] and not a lower number like 1 or 2? If 'I': What would need to happen for you to consider making a change? Use a reflection to reinforce their reasons for change. Given our discussion, what might you do? If making suggestions or a referral, use Elicit-Provide-Elicit. On a scale of 1-10, how confident are you that you could meet this goal? Why did you choose [X] and not a lower number like 1 or 2? What obstacles do you anticipate? What helped you succeed with changes in the past?		de ack		P	/
On a scale of 1-10, how ready are you to change any aspect of your X use? Why did you choose [X] and not a lower number like 1 or 2? If 'I': What would need to happen for you to consider making a change? Use a reflection to reinforce their reasons for change. Given our discussion, what might you do? If making suggestions or a referral, use Elicit-Provide-Elicit. On a scale of 1-10, how confident are you that you could meet this goal? Why did you choose [X] and not a lower number like 1 or 2? What obstacles do you anticipate? What helped you succeed with changes in the past?		rovi	 Provide: Share 1-2 salient substance specific risks. 		
Siven our discussion, what might you do? If making suggestions or a referral, use Elicit-Provide-Elicit. On a scale of 1-10, how confident are you that you could meet this goal? Why did you choose [X] and not a lower number like 1 or 2? What might help you to get to a higher number? What obstacles do you anticipate? What helped you succeed with changes in the past? NOT A		Fe	Elicit: What are your thoughts about that?		9
Siven our discussion, what might you do? If making suggestions or a referral, use Elicit-Provide-Elicit. On a scale of 1-10, how confident are you that you could meet this goal? Why did you choose [X] and not a lower number like 1 or 2? What might help you to get to a higher number? What obstacles do you anticipate? What helped you succeed with changes in the past? NOT A		ess		č	2
Given our discussion, what might you do? If making suggestions or a referral, use Elicit-Provide-Elicit. On a scale of 1-10, how confident are you that you could meet this goal? Why did you choose [X] and not a lower number like 1 or 2? What might help you to get to a higher number? What obstacles do you anticipate? What helped you succeed with changes in the past? NOT A	4	ad ir Ier	• Why did you choose [X] and not a lower number like 1 or 2?	O Y	
Given our discussion, what might you do? If making suggestions or a referral, use Elicit-Provide-Elicit. On a scale of 1-10, how confident are you that you could meet this goal? Why did you choose [X] and not a lower number like 1 or 2? What might help you to get to a higher number? What obstacles do you anticipate? What helped you succeed with changes in the past? NOT A	1	Re Ru		Ē	4
with changes in the past?		Use	Use a reflection to reinforce their reasons for change.	S P	~
with changes in the past?)		TA	٠.,
with changes in the past?		ctio		POF	7
with changes in the past?		e A	meet this goal?	2	
with changes in the past?		otiat Pla	 What might help you to get to a higher number? 	PHOP	\vdash
		Vego			ΤΔΤ
7,122		_	Summarize conversation and thank them for sharing.		



5.202

5.202

Appendix L: Sample Parent Letter

School District Letterhead

Dear Parent or Guardian,

All Massachusetts public schools must include a verbal substance use preventive screening as part of their yearly mandated universal health-screening programs. Our district will use the Screening, Brief Intervention, and Referral to Treatment (SBIRT) protocol with students in grades [7 and 9]. All students will be asked five questions in private, followed by additional assessment questions when indicated. Then there will be a one-on-one conversation between each student and a school nurse or counselor. The purpose of this effort is to prevent, or at least delay, alcohol, tobacco, nicotine, marijuana, or other drug use. The SBIRT program reinforces healthy decisions and addresses concerns about substance use to improve health, safety, and success in school.

We will use the CRAFFT+N screening tool, the most commonly used substance use screening tool for adolescents. All screenings will be held in private one-on-one sessions with one of the specially trained nurses or counselors. Students who are not using substances will have their healthy choices reinforced. When any student reports using alcohol, tobacco, nicotine, or other drugs, or seems at risk for future substance use, the screener will provide feedback and have a brief conversation with that student.

School SBIRT Screening **IS**:

• a short set of questions

School SBIRT Screening **IS NOT** a:

- blood or urine test,
- drug test, or
- test of any body function
- What your child tells the screener is confidential and will not be shared with any other person
 without prior written consent of the student, parent, or guardian, except in cases of immediate
 medical emergency, or when disclosure is otherwise required by state law.
- No written record of the results of this verbal screening are kept with information that identifies any individual student.
- Screening results will not be put with any other information that identifies any child.
- Screening results will not be included in your child's school record.

If you want to opt your child out of the screening, you can write to us any time before or during the screening. Your child may also opt out at the time of the screening. Please feel free to contact us with any questions, or if you would like your child to opt-out of the screening.

Together, schools and parents CAN make a difference for the youth in our community. One way to prevent youth alcohol, tobacco, nicotine, and other drug use is to talk with your child about your thoughts and expectations. You can view the CRAFFT+N tool and other SBIRT resources on this website: www.masbirt.org/schools

Regards, School Principal

Appendix M: Educational Information on Nicotine, Alcohol, & Marijuana

The information below has been organized into three categories; neurobiology, social norms, and injury to incorporate into conversations with students during SBIRT.

The statements below were extracted from fact sheets and educational materials from the CDC, Substance Abuse and Mental Health Administration (SAMSHA), and the National Institutes of Health (NIH) to serve as talking points for information about substance use in teens. Links to these resources are listed in the References section below and are also maintained on the SHIELD website.

Substance	Educational Information
E-cigarettes are electronic devices that heat a combustible liquid mix of small particles of nicotine, flavorings, and chemicals to produce an aerosol, or particles for inhalation. Most have a battery, a heating element, and a place to hold a liquid. Vape pens may look like USB flash drives, pens, and other everyday items. They are sometimes called "e-cigs," "e-hookahs," "mods," "vape pens," "vapes," "tank systems," and "electronic nicotine delivery systems (ENDS)"	 Neurobiology (CDC) Nicotine is highly addictive and can harm adolescent brain development, which continues into the early to mid-20s. When a memory is created or a new skill is learned, stronger connections – or synapses – are built between brain cells. Young people's brains build synapses faster than adult brains. Nicotine changes the way these synapses are formed. Nicotine use in youth can harm the parts of the brain that control attention, learning, mood, and impulse control. Nicotine use in adolescence may also increase risk for future addiction to other drugs. Social Norms E-cigarettes work by heating a liquid that usually contains nicotine, flavorings, and other chemicals to create an aerosol that is inhaled into the lungs.
	 Scientists are still learning about the long-term health effects of e-cigarettes.

the lungs in the long-term.

Ingredients in e-cigarette aerosol could be harmful to

Substance	Educational Information
	 Defective e-cigarette batteries have caused some fires and explosions, a few of which have resulted in serious injuries.
	 People have been poisoned by swallowing, breathing, or absorbing e-cigarette liquid through the skin or eyes.
Alcohol No level of drinking is safe or legal	Neurobiology (SAMSHA) When teens drink, alcohol affects their brains in the short-term,
No level of drinking is safe or legal but re	but repeated drinking can also impact it down the road, especially as their brains grow and develop.
	 Drinking during the teen years could interfere with normal brain development, change the way the brain processes and learns information, and increase the risk of developing an alcohol use disorder later in life.
substance of abuse among young people in America, and drinking	 Young people who drink are more likely to have health issues, such as depression and anxiety disorders.
when you're underage puts your health and safety at risk. Alcohol includes beer, wine, and liquor. Different types of alcohol	 According to NIH, alcohol has been identified as a human carcinogen associated with head, neck, esophageal, liver, and breast cancers, and it weakens immune system.
have varying levels of potency.	 Youth who use alcohol have higher rates of academic problems and poor school performance compared with non-drinkers.
	Social Norms (SAMSHA)
	 A person may have difficulty recognizing potential danger and making good decisions when drinking alcohol. They may be more likely to engage in risky behavior, including drinking and driving, sexual activity (like unprotected sex), and aggressive/violent behavior.
	 Drinking lowers inhibitions and increases the chances that youth will do something that they will regret when they are sober.
	 Frequent binge drinkers (nearly 1 million high school students nationwide) are more likely to engage in risky behaviors, including using other drugs, such as marijuana and cocaine.

Substance	Educational Information					
	 Injury (NIH) Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination, causing accidents or injury. Alcohol poisoning (also called alcohol overdose) occurs when there is so much alcohol in a person's bloodstream that areas of the brain controlling basic life-support systems—such as breathing, heart rate, and temperature control—begin to shut down. If you suspect someone has alcohol poisoning, call 911 and get medical help immediately. 					
Marijuana There are several different methods of using marijuana and an abundant number of plant strains with a large range of THC potency. It is important to understand the frequency, age of onset, potency, and method of teen use including: Smoke	Neurobiology (CDC) Scientists are still learning about what marijuana does to brain development. • When marijuana users begin using as teenagers, the drug may reduce attention, memory, and learning functions and affect how the brain builds connections between the areas necessary for these functions. It can affect memory, learning, and attention, and make problem solving harder.					
Vape Dab Edible Topical Weed: buds of plant usually smoked, rolled, or edible	 Heavy users of marijuana can have short-term problems with attention, memory, and learning, which can affect relationships and mood. Marijuana's effects on these abilities may last a long time or even be permanent. This means that someone who uses marijuana may not do as well in school and may have trouble remembering things. 					
 Resin ("hash"): solid preparation of the plant that is shaped into blocks or individual doses Oil or tincture-extracted from plant: most potent, for vaping. 	 Social Norms About 1 in 10 marijuana users will become addicted. For people who begin using before the age of 18, that number rises to 1 in 6. Some people who are addicted need to smoke more and more marijuana to get the same high. It is also important to be aware that the amount of tetrahydrocannabinol (THC) in marijuana (i.e., 					

Su	estance Educational Information			
>	Dab: extraction of THC CBD concentrate in solvent for	marijuana potency or strength) has increased over the past few decades.		
	smoking in a pipe.	 Edibles, or food and drink products infused with marijuana and eaten, have some different risks than smoking marijuana, including a greater risk of poisoning. Unlike smoked marijuana, edibles can take up to 2 hours to take effect, so some people ingest too much, which can lead to poisoning and/or serious injury. 		
		 Smoked marijuana, in any form, can harm lung tissues and cause scarring and damage to small blood vessels. Smoke from marijuana contains many of the same toxins, irritants, and carcinogens as tobacco smoke, and can lead to a greater risk of bronchitis, cough, and phlegm production. 		
		 Secondhand marijuana smoke contains THC and many of the same toxic compounds in tobacco smoke, so it could affect anyone who breathes it in, especially pregnant women, babies, and children. 		

Appendix N: Submitting SBIRT Data Using Online Data Collection Tool

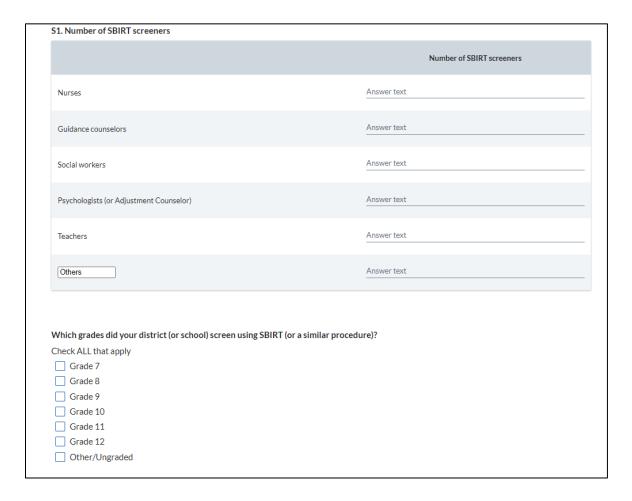
The first page of the online data collection tool has detailed instructions for using the tool, saving a copy of your data, editing data, and other data submission issues. A link to the data report is provided in SHIELD's MDPH Health Services Resources section located here: https://shield.bu.edu/mdph-school-health-services.

When entering data, you will be asked if you are a CSHS-funded district, and what type of data you want to enter (see item 9b below). You will only see the data entry screens that apply to the option you select.

9b. Is your district funded through the Comprehensive School Health Services (CSHS) program? Yes No
* Which type of data do you want to submit?
Select ONE.
Only BMI data
Only SBIRT data
Both BMI and SBIRT data, but nothing additional
CSHS program data (includes BMI, SBIRT and other data)

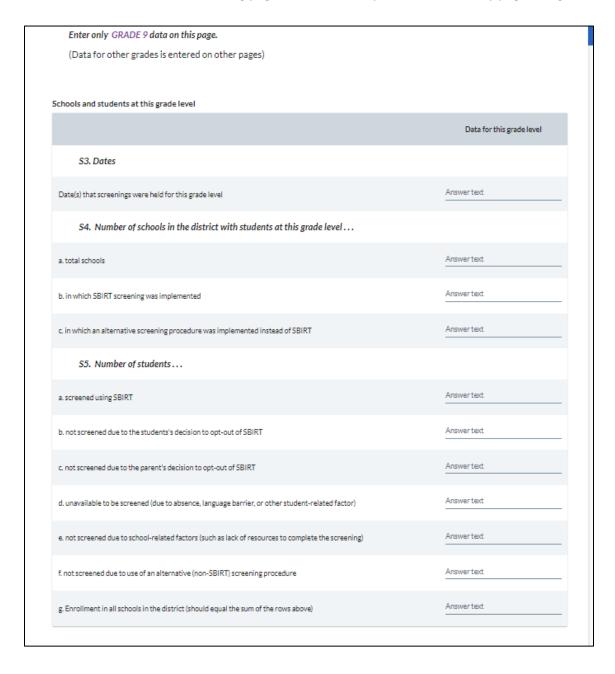
SBIRT Data: Number of screeners; grades screened

The first SBIRT questions ask about the number of screeners and the grades that were screened. After you enter that information, you will see separate data entry pages for each of the grades you screened.



SBIRT Data: Students

The SBIRT data for each grade will need to be entered separately. *Do not mix the data from different grades together*. There will be a separate page for each grade screened. For example, if you screened grades 9 and 11, after all grade 9 data is entered, another screen will appear where you can enter grade 11 data. The screenshots on the following pages show an example of the data entry pages for grade 9.



Grade 9 SBIRT Data: CRAFFT+N Part A

CRAFFT Part A

	Number of students at this grade level
S6. Part A results for each question: Number of students using the substance "1 or more" days during the past 12 months	
a. Alcohol	Answer text
b. Marijuana / Synthetic Marijuana	Answer text
c. Anything else to get high	Answer text
d. Vaping device / tobacco products	Answer text
S7. Part A Scores	
a. Score = 0	Answer text
b. Score = 1 or more	Answer text
c. Unscored (incomplete Part A)	Answer text

SBIRT Data: CRAFFT+N Part B

	Number of students at this grade level
58. Part B CRAFFT questions: Number answering "Yes"	
. C (Car)	Answer text
. R (Relax)	Answer text
. A (Alone)	Answer text
. F (Forget)	Answer text
. F (Friends say you should cut down)	Answer text
T (Get into trouble while using alcohol or drugs)	Answer text
S9. Part B Scores	
. Score = 0	Answer text
. Score = 1	Answer text
Score = 2 or more	Answer text
. Unscored (incomplete Part B screening)	Answer text

Data Collection Worksheet

The School Health Unit annually issues a worksheet to assist with SBIRT data collection. A sample for FY22 follows. For the most recent copy, see the MDPH Health Services section in SHIELD's resources.

SBIRT Data Re 2021-2022 Schoo Massachusetts Department of Public	l Year
This worksheet is provided for planning purposes only and cannot be used to sul online form. The online tool is available at the following website: https://mdpl	
The data requested in this section is similar to what we have collected in the past, and do not require individual-level data. This report replaces the Excel spreadshee you may use the spreadsheet or any other tool for generating the district totals, w spreadsheet as part of your data report. All SBIRT reporting must be done using the	et which had been used for SBIRT data reporting in the past. While we will not be supporting the spreadsheet, and will not accept the
A. Name of person completing report:	B. Position:
2. Phone Number	
3. Email Address	
4. Type of School or District	
 Name of District or non-public school (submit one report for the entire d 	listrict)
provide the name of the school or schools that are included in this excluded from this report. Included schools:	
Excluded schools: 7. If data is from a School Union, please identify all districts include 8. If the data you are submitting is from a non-public/private school Street City/To 9. Comments: Please identify anything unusual about the scope of data. are including data from Horace Mann charter schools, please list the chapreviously submitted report, please explain here.	ol, please provide the nonpublic school address wn If this is a local or regional school district report and you
7. If data is from a School Union, please identify all districts include 8. If the data you are submitting is from a non-public/private school Street City/To 9. Comments: Please identify anything unusual about the scope of data are including data from Horace Mann charter schools, please list the chapreviously submitted report, please explain here. 9b. Is your district funded through the Comprehensive School Health 9c. What type of data do you wish to submit? (Select ONE)	pl, please provide the nonpublic school address own If this is a local or regional school district report and you orter schools included. If this report is a correction to a the Services (CSHS) program?
7. If data is from a School Union, please identify all districts include 8. If the data you are submitting is from a non-public/private school Street City/To 9. Comments: Please identify anything unusual about the scope of data. are including data from Horace Mann charter schools, please list the chapreviously submitted report, please explain here. 9b. Is your district funded through the Comprehensive School Health	pl, please provide the nonpublic school address own If this is a local or regional school district report and you orter schools included. If this report is a correction to a the Services (CSHS) program?
7. If data is from a School Union, please identify all districts include 8. If the data you are submitting is from a non-public/private school Street City/To 9. Comments: Please identify anything unusual about the scope of data. are including data from Horace Mann charter schools, please list the chapreviously submitted report, please explain here 9b. Is your district funded through the Comprehensive School Health 9c. What type of data do you wish to submit? (Select ONE) □ Only BMI data □ Only SBIRT data □ Both BMI and □ CSHS program data (includes BMI, SBIRT, and other data only in	ol, please provide the nonpublic school address wn If this is a local or regional school district report and you reter schools included. If this report is a correction to a th Services (CSHS) program? SBIRT data, but nothing else
7. If data is from a School Union, please identify all districts include 8. If the data you are submitting is from a non-public/private school Street City/To 9. Comments: Please identify anything unusual about the scope of data. are including data from Horace Mann charter schools, please list the chapreviously submitted report, please explain here 9b. Is your district funded through the Comprehensive School Health 9c. What type of data do you wish to submit? (Select ONE) □ Only BMI data □ Only SBIRT data □ Both BMI and □ CSHS program data (includes BMI, SBIRT, and other data only in	ol, please provide the nonpublic school address wn If this is a local or regional school district report and you reter schools included. If this report is a correction to a th Services (CSHS) program? SBIRT data, but nothing else
7. If data is from a School Union, please identify all districts include 8. If the data you are submitting is from a non-public/private school Street City/To 9. Comments: Please identify anything unusual about the scope of data. are including data from Horace Mann charter schools, please list the chapreviously submitted report, please explain here 9b. Is your district funded through the Comprehensive School Health 9c. What type of data do you wish to submit? (Select ONE) □ Only BMI data □ Only SBIRT data □ Both BMI and □ CSHS program data (includes BMI, SBIRT, and other data only response to the submit of the	ol, please provide the nonpublic school address own If this is a local or regional school district report and you refer schools included. If this report is a correction to a th Services (CSHS) program?
7. If data is from a School Union, please identify all districts include 8. If the data you are submitting is from a non-public/private school Street City/To 9. Comments: Please identify anything unusual about the scope of data. are including data from Horace Mann charter schools, please list the chapreviously submitted report, please explain here 9b. Is your district funded through the Comprehensive School Health 9c. What type of data do you wish to submit? (Select ONE) □ Only BMI data □ Only SBIRT data □ Both BMI and □ CSHS program data (includes BMI, SBIRT, and other data only response to the submit of th	ol, please provide the nonpublic school address own If this is a local or regional school district report and you refer schools included. If this report is a correction to a th Services (CSHS) program?
7. If data is from a School Union, please identify all districts include 8. If the data you are submitting is from a non-public/private school Street City/To 9. Comments: Please identify anything unusual about the scope of data. are including data from Horace Mann charter schools, please list the chapreviously submitted report, please explain here 9b. Is your district funded through the Comprehensive School Health 9c. What type of data do you wish to submit? (Select ONE) □ Only BMI data □ Only SBIRT data □ Both BMI and □ CSHS program data (includes BMI, SBIRT, and other data only response to the submit of th	ol, please provide the nonpublic school address own If this is a local or regional school district report and you refer schools included. If this report is a correction to a th Services (CSHS) program?
7. If data is from a School Union, please identify all districts include 8. If the data you are submitting is from a non-public/private school Street City/To 9. Comments: Please identify anything unusual about the scope of data. are including data from Horace Mann charter schools, please list the chapreviously submitted report, please explain here 9b. Is your district funded through the Comprehensive School Health of the Sc	ol, please provide the nonpublic school address own If this is a local or regional school district report and you refer schools included. If this report is a correction to a th Services (CSHS) program?
7. If data is from a School Union, please identify all districts includes 8. If the data you are submitting is from a non-public/private school Street City/To 9. Comments: Please identify anything unusual about the scope of data. are including data from Horace Mann charter schools, please list the chapreviously submitted report, please explain here. 9b. Is your district funded through the Comprehensive School Health 9c. What type of data do you wish to submit? (Select ONE) Only BMI data Only SBIRT data Both BMI and CSHS program data (includes BMI, SBIRT, and other data only of S1. SBIRT screeners a. Nurses b. Guidance counselor c. Social Worker d. Psychologist (or Adjustment Counselor) e. Teacher	ol, please provide the nonpublic school address own If this is a local or regional school district report and you refer schools included. If this report is a correction to a th Services (CSHS) program?
7. If data is from a School Union, please identify all districts include 8. If the data you are submitting is from a non-public/private school Street City/To 9. Comments: Please identify anything unusual about the scope of data. are including data from Horace Mann charter schools, please list the chapreviously submitted report, please explain here 9b. Is your district funded through the Comprehensive School Health of the Sch	ol, please provide the nonpublic school address own If this is a local or regional school district report and you refer schools included. If this report is a correction to a th Services (CSHS) program?

			Grade	Grade	Grade	Grade	Grade	Grade	Other
C2 C	nania - Datas	L	7	8	9	10	11	12	
	eening Dates	L							
	of screenings for this grade level	L							
	nber of schools in the district	L							
	at this grade level	L							
D.	in which SBIRT screening was implemented								
С.	in which an alternative screening procedure was implemented instead of SBIRT								
S5. Nur	nber of students	\vdash							
	screened using SBIRT	\vdash							
	not screened due to the student's decision to opt-out of SBIRT								
C.	not screened due to the parent's decision to opt-out of SBIRT								
d.	unavailable to be screened (due to absence, language barrier, or <u>other</u> student-related factor)								
e.	not screened due to school-related factors (such as lack of resources to complete the screening)								
f.	not screened due to use of an alternative (non-SBIRT) screening procedure								
g.	Enrollment in all schools in the district (should equal the sum of the rows above								
Numbe more"	NFFT Part A results for each question; or of students using the substance "1 or days during the past 12 months								
	Alcohol	L							
	Marijuana or synthetic marijuana								
C.	Anything else to get high (drugs, medications, etc.)								
d.	Vaping device containing nicotine or flavors, or any tobacco products								
Part A	scores								
S7. Nur	nber of students with:								
a.	Score = 0 (for all questions in Part A)								
b.	Score = 1 or more								
C.	Unscored (incomplete Part A)								
S8. CRA	AFFT Part B results for each question	\vdash							
	r of students answering "Yes"	Т							
	C (Car)	Т							
	R (Relax)	\vdash							
	A (Alone)	\vdash							
	F (Forget)	\vdash							
	F (Family or friends)	\vdash			-	-		-	

f. T (Trouble)	П				
S9. Part B Scores	Т				
Number of students with this score:	П				
a. Score = 0	П				
b. Score = 1	П				
c. Score = 2 or more	П				
d. Unscored (Incomplete Part B screening)	П				
510. Actions taken	П				
Number of students who receive	\Box				
a. Positive reinforcement	\Box				
b. Brief intervention	П				
c. Referral to a provider for follow-up	П				
d. Completed referrals	П				
511. Type of providers students were referred to	Т				
a. In-school counseling	П				
b. MDPH BSAS tx program	П				
c. Private provider	Т				
d. CBHI services	П				
e. Emergency room	П				
f. Other	П	4			
g. None	Т				

S12. Comments

3 8.3.2021

References

- Centers for Disease Control and Prevention (CDC). Quick Facts on the Risks of E-cigarettes for Kids, Teens, and Young Adults. Available at https://www.cdc.gov/tobacco/basic_information/e-cigarettes-for-Kids-Teens-and-Young-Adults.htm/
- CDC. *Marijuana: How Can It Affect Your Health?* Available at: www.cdc.gov/marijuana/health-effects.html
- CDC. Marijuana and Public Health: Data and Statistics. Available at: https://www.cdc.gov/marijuana/data-statistics.htm
- Knight, J.R., Sherritt, L., Shrier, L.A., Harris, S.K., Chang, G. (2002). Validity of the CRAFFT substance abuse screening test among adolescent clinic patients. Arch Pediatr Adolesc Med, 156, 607-14.
- Levy, S., Sherritt, L., Harris, S.K., Gates, E.C., Holder, D.W., Kulig, J.W., Knight, J.R. (2004). Test-retest reliability of adolescents' self-report of substance use. *Alcohol Clin Exp Res*, 28, 1236-41.
- National Institute on Drug Abuse for Teens (NIDA). *Alcohol*. Available at https://teens.drugabuse.gov/drug-facts/alcohol
- National Institute on Alcohol Abuse and Alcoholism (NIAAA) *Alcohol's Effects on the Body*. Available at: https://www.niaaa.nih.gov/alcohol-health/alcohols-effects-body
- Substance Abuse and Mental Health Administration (SAMHSA). *The Consequences of Underage Drinking*. Available at https://www.samhsa.gov/underage-drinking/parent-resources/consequences-underage-drinking
- US Department of Health and Human Services (2016) *E-Cigarette Use Among Youth and Young Adults: A Report of the Surgeon General.* Available at:

https://www.cdc.gov/tobacco/data_statistics/sgr/e-cigarettes/pdfs/2016_sgr_entire_report_508.pdf