

Guidance Document: Specialized Instructional Support Personnel Annual Report (School Mental Health Policy)

Introduction:

Beginning with the 2025 School Mental Health (SMH) Plans, all Public School Units (PSUs) are required to submit data for the Specialized Instructional Support Personnel (SISP) Annual Report. This is a [new reporting requirement](#) focusing on quantitative instances of student contacts related to referrals, interventions, and services provided by SISP, particularly concerning mental health and student wellness. **The data collected will not include any personally identifiable student information.** The information can be collected through the NC Student Information System for analysis and compliance purposes.

Reporting Requirements Overview:

What: Quantitative instances of student contacts related to referrals, interventions, and services, provided by SISP for mental health and overall student wellness.

How:

- **Current method:** Data can be recorded in the behavioral support/health section of PowerSchool or manually using the required metrics.
- **Upcoming method:** Data will be available for recording in Infinite Campus, following the statewide transition.

When: Reporting begins on **September 30, 2024** and ends on **June 30, 2025**. The final data must be submitted as part of the 2025 School Mental Health Plan.

Why: Compliance with the 2025 School Mental Health Plan ensures accurate tracking of student wellness services and interventions, which is essential for reporting and improving mental health support and workforce in schools.

Methods for Collecting and Recording Data:

PSUs have two options for collecting and submitting the required data:

1. **PowerSchool Method:**
 - Data can be recorded directly in PowerSchool's behavioral support/health section. This section was updated last year to support SISP data collection.
 - By June 2025, PowerSchool will have a report generation feature that includes all necessary metrics to upload this data into the SMH reporting portal.
2. **Alternative Method:**
 - PSUs may collect data manually or using another preferred method as long as the required metrics are captured.
 - The data from this alternative method can also be uploaded to the SMH reporting portal for the 2025 School Mental Health Plan.

Key Dates:

- **Data Recording Period:** September 30, 2024 – June 30, 2025.
- **Submission Deadline:** By the September 15th (2025) annual reporting deadline.

Additional Resources:

For further details on the SISP Annual Report, please visit the [Reporting](#) webpage in the School Mental Health Policy materials section.

Frequently Asked Questions (FAQ)

Q1: What is the purpose of the SISP Annual Report?

A: The report gathers data on the number of quantitative instances in which specialized instructional support personnel provide mental health/wellness-related services to students. This data will help inform school mental health policies, practices, and funding.

Q2: Does the report include student-identifiable information?

A: No, the data collected will only include quantitative information about instances of service. No personally identifiable student information will be reported.

Q3: How should we collect and record the data?

A: You can record the data in the behavioral support/health section of PowerSchool or use an alternative method to track the required metrics. Once Infinite Campus is fully operational statewide, this option will also be available.

Q4: Who has to collect and record the data?

A: Specialized Instructional Support Personnel or School Health Personnel, as referred to in this last legislative session, includes school counselors, school nurses, school social workers, and school psychologists. PSUs that have in-house school-based mental health clinicians are also required to collect & record this data.

Q5: Should school psychologists record all assessments?

A: Instances of student contact related to mental health or wellness should be included. Other types of assessment or intervention not related to student mental health or wellness, such as school psychologists conducting psychoeducational evaluations of students exclusively for learning or developmental concerns or providing academic interventions, do not have to be included.

Q6: When do we need to start recording the data?

A: Data collection begins on September 30, 2024, and will continue until June 30, 2025. All PSUs must report this data as part of the 2025 School Mental Health Plan.

Q7: Do we have to report on all the instances/metrics listed?

A: Yes, until further notice, all PSUs should start tracking all the instances outlined in the form found on the [Reporting](#) webpage.

Q8: How do we submit the collected data?

A: Once collected, data can be uploaded to the School Mental Health (SMH) reporting portal. PowerSchool will eventually have a report generation feature that simplifies this process, but you may also use an alternative method to track and upload the data.

Q9: What if my PSU uses Infinite Campus instead of PowerSchool?

A: Infinite Campus will soon support this data recording. During the transition, you may use an alternative tracking method until Infinite Campus is fully implemented.

Q10: What happens if we don't report the required data?

A: All PSUs are required to report this information as part of their 2025 School Mental Health Plan and in compliance with [SL 2020-07](#). Failure to comply could affect the overall school mental health plan's success and compliance with NC legislation and state board requirements.

Q11: Where can I find more information?

A: More information is available on the [Reporting](#) webpage under the School Mental Health Policy materials. If you have additional questions, please contact pachovia.lovett@dpi.nc.gov.

Open Office Hours: September 17, 2024 | 12:00-1:00

The state consultants for school counseling, school social work, and school psychology will host open office hours for PSU staff with additional questions. Please [RSVP to attend](#) the office hours and a link will be sent to you the day before the event.