

**Application Scoring/Reviewer Rating Form
2023-2025**

Primary Mental Health Grant Program

Applicant Name	
Title of Program	
Reviewer Name (Printed)	
Reviewer Name (Signature)	
Date Reviewed	

Give specific reasons for “weak,” “inadequate” scores on the “Comments” lines.

Primary Mental Health Program Evaluation Rubric

I. Program Foundation					
	Excellent 5 points	Good 4 points	Fair 3 points	Weak 2 points	Inadequate 1 point
A. Need – Describe the applicant community including the number of children enrolled in grades K-3 experiencing behavioral, disciplinary, or early school adjustment difficulties and specify the areas of need, including descriptive information about the school.					
B. Existing Programs – Describe related school-based programs and clearly delineate existing or proposed linkages.					
Sub Total:	Maximum 10 Points				

Comments:

II. Primary Project: Description and Implementation					
	Excellent 5 points	Good 4 points	Fair 3 points	Weak 2 points	Inadequate 1 point
A. Objectives – Clearly stated and described in measurable terms.					

II. Primary Project: Description and Implementation

	Excellent 5 points	Good 4 points	Fair 3 points	Weak 2 points	Inadequate 1 point
B. Target Population – Provide demographics of the target population, including the number of children enrolled in grades K-3 experiencing behavioral, disciplinary, or early school adjustment difficulties and a rationale for any special conditions of eligibility.					
C. Program Services: Students – Describe how program services will be implemented for students. Score on the basis of consistency with Application Requirements #1-20. Documentation of the effectiveness of their interventions must be provided in the application.					

II. Primary Project: Description and Implementation (continued)

	Excellent 5 points	Good 4 points	Fair 3 points	Weak 2 points	Inadequate 1 point
D. Program Services: Parents – Describe how program services will be implemented for parents. Score 2.5 points for adherence to requirements (i.e., permission to participate, involvement in progress and termination conferences, program evaluation), and up to 2.5 additional points for parent engagement and support components that exceed the minimum requirements. Round up scores to the next point.					
E. Administration and Personnel – Describe which staff will be involved in the program, their roles, training and hours in the program. Describe the availability in the community of professional, paraprofessional and other program staff with experience in early intervention.					
F. Dissemination Plan – Describe how the results of program outcomes will be considered and disseminated.					
G. Facilities – Describe the availability of spaces in the elementary school building and other resources used in the implementation of the program.					
H. Program Timelines – Include a timeline for program implementation.					
I. Program Evaluation and Data Collection – Address how the district will evaluate the program, including use of the data collection and management system of the Children’s Institute (and/or other plan as designated by the CSDE).					
J. Budget – Provide a budget justification that appears reasonable and sufficient to support the success of the program.					
Sub Total Section II:	Maximum 50 Points <i>(Note: If a Continuing District, divide total number of points in half and round up for a <u>maximum of 25 points</u>)</i>				

Comments:

III. Complimentary Mental Health Program Component or PMHP Program Expansion: Description and Implementation
(This section is for Continuing Districts Only)

	Excellent 5 points	Good 4 points	Fair 3 points	Weak 2 points	Inadequate 1 point
A. Objectives – Clearly stated objectives that are related to the grant application, in measurable terms , including a timeline for implementation of the program.					
B. Program Description – Describe the service population, program services and activities, and the rationale for program content and structure. The program should be well conceived and have sufficient resources and commitment of administrative, teaching and pupil personnel staff to have good prospects for success. Provide solid evidence that the program is research based (preferably) or highly promising (having significant probability of eventual exemplary results).					
C. Personnel and Organization – Describe the staff that will be involved in the program, their roles, training, and hours; and organizational structure(s) for Program coordination and monitoring.					
D. Data Analysis and Evaluation – Describe how screening results will be used and what data will be generated to evaluate progress towards objectives.					
E. Budget – Provide a budget and detailed budget justification that appears reasonable and sufficient to support the success of the program.					
Sub Total: Section III	Maximum 25 Points				

Comments:

IV. Additional Points					
	Excellent 5 points	Good 4 points	Fair 3 points	Weak 2 points	Inadequate 1 point
A. First Time Applicant – The applicant has never before been awarded grant funding to support PMHP activities. (CSDE to score)					
B. Parental Supports – Evidence of early intervention and parent/family support programs that exceed minimal requirements or well developed plans to begin implementing them.					
C. Sustainability – Indication of school board support for continuation of the program (letter of support).					
D. Priority School District (CSDE to score)					
E. Alliance District (CSDE to score)					
Sub Total: Section IV	Maximum 25 Points				

Comments:

SCORING SUMMARY: POINTS	
I. Program Foundation (10 points)	
II. Primary Project Description and Implementation (50 points) (Note: If a Continuing District, points have been divided in half and rounded up for a maximum of 25 points)	
III. Complementary Mental Health Program Component or PMHP Program Expansion (25 points) (This section is for Continuing Districts only.)	
IV. Additional Points (up to 25 points)	

TOTAL	
(A maximum of 85 points for both New and Continuing School Districts)	

Please note any specific strengths and/or weaknesses of this proposal.

Strengths:

Weaknesses:

Reviewer's Signature:		Date:	
------------------------------	--	--------------	--