

**STARS Reporting Instructions**  
**Youth Behavioral Health Professional Development**  
**Reporting Period: School Years 2021-22 and 2022-23**

**NOTE:** This is an updated report. STARS Administrators must grant permissions to any other users. [Adding Permissions to other users in STARS](#)

- Click on the **Youth Behavioral Health** report under “**Other**” Reports in the navigation menu. Be sure to click the current school year.
- Click the “**Check Out**” tab under the Functions Menu and a green check mark will appear next to the report name.
  - If eight or more hours of professional development were completed during this school year, click assurance statement and type date submitting report.
  - If all eight hours will be met during both school years, leave assurance statement blank until next year’s report.
  - If zero hours were met this school year, you must still “Submit” the report.
- Click “**Save**” under the Functions menu.
- Click “**Validate**” and check for errors.
- Click “**Check In**” to return to finalize report.
- Click “**Submit**”. The screen message should read “You have successfully submitted Youth Behavioral Health.”
- Click “**Exit Report**” on top right-hand corner.

As required by the legislative assembly through [NDCC 15.1-07-34](#), each school district is required to provide eight (8) hours of behavioral health professional development to elementary, middle, and high school teachers, and administrators every two years; and each district shall encourage ancillary and support staff to participate.

Based on the district’s annual needs assessment, the eight (8) hours must be designated from the following categories:

- a. Trauma
- b. Social and emotional learning, including resiliency
- c. Suicide prevention
- d. Bullying
- e. Understanding of the prevalence and impact of youth behavioral health wellness on family structure, education, juvenile services, law enforcement, and health care and treatment providers
- f. Knowledge of behavioral health symptoms and risks
- g. Awareness of referral sources and evidence-based strategies for appropriate interventions
- h. Evidence-based strategies to reduce risk factors for students
- i. Current or new evidence-based behavior prevention or mitigation techniques