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

This is an updated report. STARS Administrators must grant permissions to any other users. Adding Permissions to other users in STARS

If you have any questions or concerns, reach out to Rachel Tabler or call (701) 328-3731.

To begin the process: Login to DPI STARS

A. After entering login & password, you will be taken to the “Fill Out Reports” page
   - Click the tab “Other”
   - A Youth Behavioral Health box will appear
   - Entity: Choose your district from the menu
   - School Year: Be sure to select the current school year
   - Click “Select Report”

To view / print the instructions, click on the Help icon from the left menu.

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” a blank report.

B. Filling in report
   - By grade level of Elementary or Middle/High School, fill out the title of the professional development, hours, and number of staff that attended in each category that your district provided professional development.
   - Click Assurance Statement and date IF applicable for this school year. See above scenarios.
   - Click “Save” in upper right corner.
   - Click “Validate” and check for errors.
   - Click “Submit”.
Examples:
District 1 has one elementary school, one middle school, and one high school. The district offered PD in bullying for the elementary school and PD in suicide prevention for the middle and high school. This district would fill out the elementary column for bullying. The district would also fill out the high school column for suicide prevention for the high school and middle school.

District 2 has four elementary schools, two middle schools, and one high school. The district offered PD in social-emotional learning (SEL) to all schools and PD in trauma to middle and high schools. This district would fill out the elementary and high school column for SEL. The district would also fill out the high school column for trauma.

District 3 has one K-8 school. The district offered PD in Trauma, which was open to all teachers. The district would fill out the elementary column (submit under elementary since this school covers all the elementary grade spans and no grade spans for high school).

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