

**STARS Reporting Instructions**  
**Youth Behavioral Health Professional Development**  
**Reporting Period: School Years 2019-20 and 2020-21**

**NOTE: This is an updated report. STARS Administrators must grant permissions to any other users.**

- 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.
- Check mark the categories covered during the school year for the district’s Elementary, Middle, High School Teachers, and Administrators. Ancillary/support staff are encouraged to attend, but not required by law.
- \* 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. Other evidence-based strategies to reduce risk factors for students; or
- i. Current or new evidence-based behavior prevention or mitigation techniques.