**Rubric for Prioritizing Follow-Ups**

**Consolidated Brief Screen for Adolescent Depression (BSAD) & Student Response Section**

**How to Score BSAD**:

1. Add up the number of “YES” responses and write number on upper right corner of sheet
2. Put a “+” sign next to the number:
	1. If student answers “YES” to #4 and/or #5
	2. If student erases response to #4 and/or #5
	3. If student circles between “YES” and “NO”
	4. If #4 and/or #5 is left blank
3. Next to the number, write Y/E (Yes/Emergency), Y/NE (Yes/Non-Emergency), or N (NO) depending upon student’s response on the Response Card section of the form
4. Identify (based on the rubric below) if student is a “P1,” “P2,” Or “P3” and write on top of the paper and circle
5. If screener does not fall in P1-P3 category, put aside in an envelope marked “No Follow-up Needed”
* **PRIORITY 1:** (Seen same day/Parent contact)
	+ Screening responses to #4 and/or #5 (answers “YES” to one or both, leaves blank, erases response(s) or circles between “YES” and “NO”)
	+ Student indicates that they need to speak to an adult today because it is an emergency
* **PRIORITY 2**: (Contact with student within 24-48 hours after presentation/Parent contact)
	+ 4 or 5 “YES” responses on BSAD (and indicates “NO” on #4 and #5)
	+ Student either responds that they would not like to speak to an adult OR that they would like to speak to a staff member within the week because it is a non-emergency
* **PRIORITY 3**: (Contact with student within 48-72 hours after presentation/Parent contact)
	+ 3 or fewer “YES” responses on BSAD (and indicates “NO” on #4 and #5) and student indicates that they would like to speak to a staff member within the week (non-emergency)

**Miscellaneous/Optional:**

* If a student leaves the “Trusted Adults” section blank we can assume they either “forgot” or missed this question, but ideally, they write in at least one name.
* If a student writes, “Nobody” for both Trusted Adults, the suggestion is to check in with them, just to make sure they are okay. The student does not need to be “counted” as a “flagged” student and can be seen after all Priority 1-3 students are seen. In the case, however, it *does* turn out that there is a concern and a parent phone call and/or referral is warranted, the student *should* be counted and added to your follow-up spreadsheet.
* If a student does not bubble in any of the three boxes on the Response Card section, then you *may* elect to check-in with the student to determine if they would like to talk to an adult (although typically, if students leave this section blank they do not want to talk to anyone). Again, if you do decide to follow-up with students, they do not need to be labeled as Priority 1-3, and you can meet with them after all Priority 1-3 students are seen.
* All “negative” screening forms (i.e., for students NOT requiring follow-up) should go into a “NO” folder (you may elect to organize this folder by grade level and/or class period if you feel this would be helpful).
* Keep all “negative” BSADs for one school year.
* False Positives: Do NOT require a parent phone call home

**Expectations for follow-up:**

Both high schools and middle schools typically follow-up with approximately 15% of students as a result of the BSAD/Response Cards. On average, 50% of these students are referred on for additional evaluation and/or services (including continued services for those students previously identified).