**County Technical Assistance Grant-Related CHKS and TUPE Data Dashboard Q&As**

**Tobacco Use Prevention Education Office**

**California Department of Education**

**December 2021**

**County Technical Assistance Grant-Related CHKS Guidance**

**Q: Can the TUPE County Technical Assistance Grant be used to cover CHKS-related costs to both TUPE districts and non-TUPE districts?**

**A**: If there is funding available and specific TUPE-related data needs are identified in terms of TUPE program implementation or collaboration with other agencies, the TUPE County Technical Assistance (CTA) Grant may be used to cover the cost of CHKS administration and related training, for both TUPE Districts and Other Districts as identified below.

**TUPE Districts:**

CTA grant funding may be used to support TUPE districts that rely on their county TUPE program for coordination of trainings related to CHKS administration and survey results. CTA grant funds may also be used to cover the districts’ cost of expanding the survey scope to include additional grade levels, survey modules, and/or to increase survey frequency if both of the following two conditions apply: 1) expansions were not budgeted in the districts’ TUPE grant applications and; 2) the districts have identified a specific TUPE program need for the additional data collection.

**Other Districts (CTA-Funded Subgrantees):**

CTA grant funding may also be used to support CHKS-related costs in districts that do not have a TUPE Tier 1, Tier 2, or Health Disparities grant, for the purposes of identifying and reducing tobacco-use disparities among youth or to help monitor the effectiveness of TUPE activities implemented by local educational agencies. These districts are recognized as CTA-funded subgrantees.

**Q: What costs may be covered by TUPE grants, including the CTA grant?**

**A:** TUPE grantees are expected to survey 5 or 6, and 7, 9, and 11 graders with the core modules at middle school and high school levels, and both the core module and TUPE elementary module at the elementary level. TUPE funds may cover the cost of this survey administration.

If specific TUPE program related data needs are identified, TUPE funds may be used to cover surveys to include additional grade levels, administration of CHKS supplementary modules, and/or administration of the California School Staff Survey and/or the California School Parent Survey.

TUPE grant funds may also be used to cover the cost of custom CHKS administration training and custom CHKS data workshops to assist districts in administering, understanding, and using their data to meet TUPE goals and needs.

**Q: If a CTA grantee has CTA funds available and wants to conduct a CHKS administration training or data workshop for all their districts (both TUPE and Non-TUPE), whom should they contact?**

**A:** If the trainings are intended for **ALL** districts (TUPE and non-TUPE) in your county, no prior approval from your regional consultant at the state TUPE Office is needed. You may directly contact the CalSCHLS TA Team at [calschls@wested.org](mailto:calschls@wested.org) for training support.

**Q: What actions could a TUPE County Coordinator take if non-TUPE Tier 1, Tier 2, and HD districts in the county request funding support for CHKS administration, training or data workshop and there are CTA funds available to support those workshops?**

**A:** The TUPE County Coordinator may contact the regional lead consultant at the state TUPE Office to request approval via email. The request must:

1. Confirm that there is sufficient funding for other planned CTA activities

2. Describe the specific TUPE-related data needs for the non-TUPE districts

2. Provide a list of these districts, including CDS code and district name

Starting in the 2022-23 grant cycle, a CTA grantee will be provided the opportunity to include the above information in the CTA application. Once these districts are identified in the CTA applications, no further action will be needed from a CTA grantee. If districts are identified after the application is approved, a CTA grantee must seek prior approval directly from the regional lead consultant at the state TUPE Office.

**Q: If a CTA grantee wants to conduct a CHKS workshop for all the districts, TUPE and Non-TUPE, but there is insufficient CTA fund to do so, is there a way to still conduct the workshop?**

**A:** Yes. The CDE supports one no-cost virtual workshop for all COEs every other year. COEs are encouraged to invite all districts as well as community partners to attend this workshop. If you are interested in this workshop, please contact the CalSCHLS Technical Assistance (TA) Team at [calschls@wested.org](mailto:calschls@wested.org). In addition, the CalSCHLS TA team provides zoom-based coaching to counties and districts at no charge. Coaching sessions may be arranged with your Regional TA Team who can be reached at [calschls@wested.org](mailto:calschls@wested.org).

**TUPE Data Dashboard Guidance**

**Q; If a CTA grantee is covering the costs of the CHKS for districts in their county that do not have Tier 1, Tier 2 or Health Disparities grants, will the CTA grantee be able to see their data on the TUPE Data Dashboard?**

**A:** Yes. Any district for which the CTA grantee is covering the costs of CHKS administration is considered a CTA-funded subgrantee. If you would like to have your CTA-funded districts included on the TUPE Data Dashboard, you will need to complete the following steps:

1. Inform and get agreement from the districts that their data will be included on the TUPE dashboard as a condition of accepting the CTA funds and that both the district and the CTA grantee will have access to the district’s data on the TUPE data dashboard. Whether to have an informal or formal agreement and what specific content the agreement may contain are at the local discretion between the CTA grantees and the funded districts.
2. Contact your CalSCHLS Regional TA Team at [calschls@wested.org](mailto:calschls@wested.org) for guidance on how to provide your lists of CTA-funded districts and district users to be included on the TUPE Data Dashboard.
3. Your Regional TA Team will send an invitation to you with instructions on how to gain access to TUPE Data Dashboard, Excel forms that must be completed, as well as instructions for you to share with your CTA-funded subgrantee district users.

Starting in the 2022-23 grant cycle, a CTA grantee will be provided the opportunity to include the above information in the CTA application. Prior to identifying these districts in the CTA applications, a CTA grantee should obtain informal or formal agreement from these districts. For the districts in the applications, their information will be shared with the CalSCHLS Regional TA Team directly by the state TUPE Office and CTA grantees do not need to do so anymore.

However, if districts are identified after the application is approved, a CTA grantee must seek prior approval directly from the regional lead consultant at the state TUPE Office and if approved, complete the above three steps to gain district data access on TUPE Data Dashboard.

**Q: Will the CTA-funded subgrantee data be automatically available on the TUPE Data Dashboard at the same time as the TUPE grantee data?**

**A:** No, not for the 2021-22 year. TUPE Tier 1, Tier 2, and Health Disparities district data will be uploaded to the TUPE Data Dashboard once those districts have completed data collection and their reports have been completed. But CTA sub-grantee data will not be uploaded to the TUPE Data Dashboard until a TUPE County Coordinator obtains approval from the state TUPE Office, completes the CTA Sub-Grantee District List Excel form and provides it to their CalSCHLS Regional TA Team. After completing the form, data will be uploaded once every week.

However, starting from 2022-23, the identified district data will be automatically available. Once a district is captured in the CTA applications by its TUPE County Coordinator, this district’s data will follow the same method as other TUPE grantees and its data uploading on the TUPE Data Dashboard will be coordinated between the CDE and WestEd. No further action will be needed from CTA grantee leads. However, for those districts that are identified after a CTA grant application’s approval, the CTA grantee lead must go through the prior approval process with the CDE followed by the TUPE Data Dashboard registration process with WestEd described above, to include these additional CTA sub-grantees districts on the TUPE Data Dashboard.

**What’s the difference between the TUPE Data Dashboard and the CalSCHLS Password Protected Private Data Dashboard?**

**A:** The TUPE Data Dashboard includes many more tobacco-related measures than the

CalSCHLS private data dashboard and is accessible to TUPE grantees and CTA sub-grantees. The CalSCHLS district dashboard includes data from all schools in districts, including non-TUPE, that administered the survey and have a two-year subscription to the dashboard.

Both the TUPE Data Dashboard and the CalSCHLS district dashboard display up to eight years of data at the district level and the individual school level and can be used to make comparisons across schools and across subgroups.

**Q: To register for the TUPE Data Dashboard, what should a grantee lead do?**

**A:** Please contact the CalSCHLS TA Team at [calschls@wested.org](mailto:calschls@wested.org).Your Regional TA Team will send the following email with your specific link:

*Dear TUPE Lead,  
   
We are pleased to let you know the TUPE Data Dashboard is open for registration. Please follow this link: <insert link> to register.*

***Important Steps Below***

*1.   You will need to have a box account to add your information to the registration form. If you don’t have a box account, please follow the instructions here:*[*https://wested.box.com/v/BoxAccountInstructions*](https://wested.box.com/v/BoxAccountInstructions)

*2.   You will need to edit the document within Box:*[*https://wested.box.com/v/EditBoxDocumentInstructions*](https://wested.box.com/v/EditBoxDocumentInstructions)

*3.   This instructional video*[*https://wested.box.com/v/datadashboardsignup*](https://wested.box.com/v/datadashboardsignup)*explains how to complete a similar type of Excel sign-up sheet. Please refer to the video and the instructions on top of the Excel sign-up sheet for complete instructions on how to fill out the form.*

*As always, please contact us if you have any questions or need further assistance.*

**Q: If a TUPE grantee has already registered for the TUPE Data Dashboard, when will the grantee be able to access it?**

**A:** As soon as the information has been uploaded and is available for your review. The Regional TA Team will send the following email:

*Dear TUPE Coordinator,*

*I am pleased to let you know the TUPE Data Dashboard is ready for you to access.*

*To access, please go to:*[*https://calschls.org/my-surveys/*](https://calschls.org/my-surveys/)

***Click on****“Forgot your password?” and enter your email address and then follow the instructions in the email.*

*Once you reset your password, you will see a message “Your password has been changed”. At this point you should not click on “login”.  You should go back to*[*https://calschls.org/my-surveys/*](https://calschls.org/my-surveys/)*and login using the password you created.*

*Please be patient as the dashboards load. It may take up to 15 seconds for each view to load.*

**Q: If a TUPE grantee lead has already registered for the TUPE Data Dashboard but would like to provide dashboard access to other program implementation and evaluation staff, district/school users, and/or collaborative agencies, what should the grantee lead do?**

**A:** The state TUPE Office advises our grantees to provide data access with caution as the TUPE Data Dashboard contains school level data and protecting your local data privacy is a grantee’s responsibility. As quality data informs our program development, implementation, and evaluation, we do hope the TUPE Data Dashboard support TUPE programs in building local capacity on data-driven program design and improvement. If additional users are identified with caution, please contact the CalSCHLS Regional TA Team at [calschls@wested.org](mailto:calschls@wested.org) for specific information submission guidance.

**Q: If a CTA grantee has been using CTA funds to cover the CHKS cost of its county schools and would like to access their data under TUPE Data Dashboard, what should the grantee do?**

**A:** As a CTA grant category will be set up on TUPE Data Dashboard, please contact CalSCHLS Regional TA Team [calschls@wested.org](mailto:calschls@wested.org) for specific information submission guidance.

Starting in the 2022-23 grant cycle, a CTA grantee will be provided the opportunity to identify their county schools in the CTA application if CTA funds are to be used to cover the cost of these schools’ CHKS administration. Once these schools are identified in the application, no further action is needed from CTA grantees.