

Global Appraiser of Individual Needs – Short Screener (GAIN-SS)

Directions for Pupil Services Professionals

Preparation to Administer the GAIN-SS in Schools

The GAIN-SS has been designed to be administered by pupil services professionals with the understanding they will take the necessary steps to develop the requisite knowledge and skills to utilize this screening tool in a professional and competent manner.

Preparation to utilize the GAIN-SS includes all of the following steps.

1. [Read the materials related to the GAIN-SS.](#)
2. [Watch the webcast that explains how to administer the GAIN-SS.](#)
3. Contact the Student Services/Prevention and Wellness Team in the Department of Public Instruction at (608) 266-8960 to obtain a password that is specific to your CESA and county.
4. Identify available community-based assessment and treatment providers within your geographic region.
 - [A list of local treatment providers.](#)
 - Identify who provides assessment and treatment for the primary insurance plans within your area.
 - [Information on BadgerCare Plus.](#)
5. Inform the community-based assessment and treatment providers in your area of your plan for administration of the GAIN-SS, so they will be prepared for a potential increase in referrals. Share the websites where they can obtain more information about the GAIN-SS, if they so choose.
6. Educate yourself about the rights of minors and their parents, regarding minors' access to alcohol and other drug and mental health treatment. [Information is available on the Department of Health Services website.](#)

Administration of the GAIN-SS

1. Be sure the student is fully informed about what the GAIN-SS is, why you are proposing the student complete this screening tool, and what will be done with the results. For your convenience, you can find a [student information form on the GAIN-SS webpage](#) to give to youth prior to the administration of the GAIN-SS. Allow the student the option to decline to participate. If the student chooses not to participate, utilize alternative strategies to determine how to proceed (e.g., informal interview with student, contact the parent with concerns).
2. Obtain consent to administer the GAIN-SS. A parent/guardian must give permission to administer the tool to a minor student. Active consent must be used if a student is not allowed to opt out. Passive consent may be used if a student may opt out. An adult student must give permission for him/herself (i.e., parent may not consent). See Question #3 on the [Consent and Notification in a](#)

[Multilevel System of Support \(Response to Intervention\): Frequently Asked Questions & Definitions document](#) for more information.

3. Go to the [GAIN-SS webpage](#) and click on the GAIN-SS link for schools to administer the tool. You will select the CESA and the county in which your school is located and then enter the password you obtained.
4. *Be sure to print out the student's report from the GAIN-SS website after administration.* The system does not store reports and you will not be able to log in again to obtain the student's results.
5. Share the results of the GAIN-SS with the student and parent(s), as appropriate and allowed by law. Remember that under Wisconsin law ([Wis. Stat. sec. 118.126](#)), a student must give written permission to share any self-disclosed concerns about alcohol or other drug use.
6. If indicated based upon the results of the GAIN-SS, share appropriate community-based assessment providers with the student and parent(s). You can increase the likelihood a referral will be acted on if you tailor your information about community-based assessment providers to the family's insurance situation (e.g., share the providers that the family's insurance will pay). Be prepared to accommodate families that may not have health insurance or be under-insured with information about nonprofit providers that utilize a sliding-fee scale.
7. Seek consent to receive the results of the community-based assessment and to work cooperatively with any community-based treatment to support the student's academic achievement. Some students and families may be more comfortable granting consent, if the people in the school who will have access to this information are limited. Information related to mental health or AOD assessment and treatment is considered patient health care information. Under the law, this confidential information has a higher level of protection. Release forms must include the information delineated in state law [Wis. Stat. sec. 146.81\(2\)](#) to share patient health care information. Community-based assessment and treatment providers may be more comfortable releasing patient health care information, if you utilize that agency's release form.

Follow-up after Administration of the GAIN-SS

1. Contact the student and parent, as appropriate and allowed by law, a few days later to determine if an appointment has been made and if the student and/or family needs any assistance.
2. Contact the student and parent, as appropriate and allowed by law, within a day or two after the scheduled appointment to learn their impressions of the assessment and what recommendations were made.
3. If consent has been obtained, contact the assessment provider to learn of the assessment results and what recommendations have been made.
4. Determine how the school needs to be involved and support any indicated treatment (e.g., referral to in-school counseling, liaison to treatment provider). If appropriate, refer the student for a school-based evaluation (i.e., IEP Team, 504 Team).