

XXXX SCHOOL DISTRICT
REFERRAL PROCESS FOR ACCESSING MENTAL HEALTH SERVICES

SCHOOL AND/OR PARENT HAVE A CONCERN ABOUT A CHILD

I. If determined by SSW, Counselor, Administrator, etc. (Contact Person - CP) to be a potential mental health emergency:

- Complete student checklist form with student
- Contact Parent and ask them to come to the school. If parent comes in:
 - Administer CAFAS
 - Parent signs a release.
 - Call Community Social Service Agency
 - Child is transported to CSSA by parent.
 - Email teachers to notify CP when student returns to school.
 - Student returns to school and meets with Transition Team.
- If parent can't be reached, call numbers on emergency card. If no response:
 - Call Children's Protective Services at **1.866.975.5010** and file a 3200 report.
 - Administer CAFAS
 - Call CSSA for assistance in determining urgency status.
 - Student will be transported to CSSA by ambulance if necessary or police liaison/other if not an emergency.
 - Email teachers to notify CP when student returns to school.
 - Student returns to school and meets with Transition Team.

II. If general academic or behavioral issue:

- CA60 search procedures by SAT Team. If mental health concerns are suspected:
 - Administer CAFAS
 - Contact parent and have release signed.
 - Contact CSSA.
 - Make appropriate referral if necessary.

- If CA60 search does not reveal a mental health concern:
 - SAT Meeting. If there were past school accommodations:
 - Staffing with parent, teacher, SSW, psych, others.
 - Follow-up by SAT team CP
 - If there were no past school accommodations:
 - Interventions to consider:
 - ✓ Mentoring
 - ✓ Referral to Prevention Specialist
 - ✓ Referral to Youth Assistance
 - ✓ Referral to other agencies – give parent all phone numbers
 - ✓ Schedule Change
 - ✓ Special Ed referral
 - ✓ Tutoring
- If academic/behavioral concerns were initiated by parent:
 - Parent completes the parent interview form via mail or phone.
 - Parent signs release if mental health concerns are suspected.
 - SAT CA60 review
 - Proceed to SAT meeting and subsequent procedures

Administrative approval:

Date