

[INSERT NAME] Schools

Referral Process for Non-Emergency Mental Health Referrals

1. If parent(s)/guardians have a concern about their student's academic and/or social success in the school environment and specifically requests assessment for special education eligibility the Teacher Consultant, School Psychologist, School Social Worker and other special education staff as appropriate will conduct the assessments within thirty days as required under Special Education regulations.
2. If the school or the parent(s)/guardians have concerns about a student's academic and/or social success in the school environment and the parents have not requested immediate assessment for special education services, the student's case will be reviewed by the school intervention team. If the review is school-initiated, the parents will be informed that a review will take place and they will receive a follow-up contact to inform them of the action plan developed by the intervention team. The school faculty member with most contact with the student or in whose class the student is experiencing most difficulty will assemble the case information and present it to the intervention team.

The intervention team may suggest academic and/or classroom structure and procedure interventions. The team will establish a monitoring plan and a follow-up date to evaluate the effectiveness of the interventions. If the team feels a formal behavior plan is appropriate, the school social worker will conduct a Functional Behavior Analysis and will work with staff to develop and communicate the plan.

The team may also request referrals for additional information or family support including medical evaluation, mental health assessment, or prevention services. In case of such referrals, a facilitated referral involving a consultation with parent(s)/guardian(s) will be conducted by the appropriate district liaison. At the consultation, the liaison and the parent(s)/guardians will complete the referral and release of information authorization forms. The liaison will work with the family to resolve any possible barriers to their accessing assistance. The liaison may support the family in making connection with the CMH ACCESS Line, the Tiger Health Extension, DHS, or private mental health providers. A copy of all referrals is entered on the district's secure/limited access site.

3. If a referral is made to the Tiger Health Extension for mental health assessment, the Behavioral Health Specialist may use the CAFAS assessment tool to pre-screen the child for mental health problems. If the CAFAS results suggest that a referral to [INSERT NAME] is appropriate, the Behavioral Health Specialist will facilitate the referral and provide the CAFAS results as part of the referral information.

4. The school liaison will receive follow-up information regarding the disposition of the referral and any assessment findings or recommendations from the referral source as confidentiality constraints allow. The liaison will communicate this information to the intervention team.

5. The intervention team will monitor the integrity of the classroom interventions and will meet at the scheduled interval(s) to review the success of the interventions. If the interventions are working as desired, they will be continued. If the interventions are not accomplishing the desired improvement, they will be modified. If after several intervention attempts, the student is still not successful; referral for other services will be initiated. The student may be referred for special education assessment, medical assessment, mental health assessment or preventive services. These referrals will be facilitated by the school liaison as detailed in numbers 2, 3, 4 of this procedure. A copy of all referrals will be entered on the district's secure/limited access site.

6. The school liaison will be the contact point for continuing information exchange and progress monitoring with the referral agency within confidentiality constraints.

7. If a student who was referred directly for special education assessment at the parent's request does not qualify for special education services, his/her case may then be referred to the intervention team for further review and development of a plan of classroom-based interventions.

School Liaisons for Agency Referrals are:

AHC Tiger Health Extension Behavioral Specialist.....[INSERT NAME]
 [INSERT NAME] Special Education Director.....[INSERT NAME]
 [INSERT NAME] Counselor.....[INSERT NAME]
 ESD Social Worker.....[INSERT NAME]

Liaisons for [INSERT NAME] are:

Liaisons for Department of Human Services are: