

**[INSERT NAME] 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 Common Ground/Sanctuary at [TELEPHONE NUMBER] and
 - Child is transported to [INSERT NAME] 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 [TELEPHONE NUMBER] and file a 3200 report.
 - Administer CAFAS
 - Call [INSERT NAME] at [TELEPHONE NUMBER] for assistance in determining urgency status.
 - Student will be transported to [INSERT NAME] 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 Common Ground/Sanctuary at [TELEPHONE NUMBER].
 - 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 [INSERT NAME] Mental Health Clinic or Teen Health Center
- ✓ Referral to Wfd Youth Assistance [TELEPHONE NUMBER]
- ✓ 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:

[INSERT NAME]

Date