

PROCEDURE TO ACCESS SCHOOL BASED MENTAL HEALTH SUPPORT

- Referral form completed by referring staff member and signed by administrator
 - Referral and Screening Intake Form includes Early Warning Indicators.
 - Threshold Attendance, Grades, Course Failure, Discipline History
Suspensions
- Administrator contacts SSW/MHT (Mental Health Therapist)
- SSW/MHT contacts student/family to schedule a *Screening Intake*
 - Screening process will include signing consent for treatment form and completing screening intake
- **If the student is over the age of 14, screening process will be completed with the student If a student wishes to be seen without parental/guardian consent (Mental Health Code Act 258 of 1974 - 330.1707 Rights of minor)**
- Intake Screening Summary will be completed by the SSW/MHT following screening intake and will be given to referring school administrator and parent within 5 days of screening intake.
- If therapy is recommended, an appointment will be scheduled with student/parent to complete Psychosocial Assessment and Service Agreement within 7-14 days.
- Treatment plan will be completed following the completion of Psychosocial Assessment or by third therapy session.
- If case management service is recommended, services will begin immediately following the release of information being completed.