

September 2015 – June 2016 School Based Agreement

**MOUNTAIN COMPREHENSIVE CARE
SCHOOL BASED MENTAL HEALTH PROTOCOL**

Name of School

Introduction and Summary of School-based Services Agreement

Participating Schools Will Provide:

- Safe and private space for providing consistent therapy services as scheduled;
- Telephone access for necessary therapist communications with the clinic or outside the school;
- Reasonable mechanisms for accessing children from the classroom for therapy sessions without compromising their privacy;
- Family Resource/Youth Service Center Support as liaisons with school administrators and parents.

Participating Therapists Will Provide:

- Mental health therapy services to children identified as MCCC clients;
- Communication with identified school staff regarding scheduling as well as advance notice regarding schedule changes;
- Consultation with teachers and administrators as needed or as able (and with signed Releases of Information in place);
- Education to school staff and parents about mental health therapy, how it works best, the possibilities and limitations.

Participating Parents Will Provide:

- Active participation in treatment planning and implementation;
- Timely response to written/telephone inquiries from the therapist related to school-based treatment;
- A minimum of 1X/monthly contacts that are written into the treatment plan for review of progress and updated information from parent/caregiver perspective.

MCCC Will Provide:

- Administrative support (travel mileage and time) and clinical supervision to school-based therapists;
- Ongoing recruitment and retention strategies to find and keep qualified personnel;
- Training opportunities to school staff regarding mental health issues, at the school's request;
- Training opportunities to therapists working in schools to further develop skills;
- Collaborative review of all Home/Hospital requests.

If any party has issues or concerns about the above expectations, they will immediately contact the other parties to address or resolve the issue.

School-based Services Protocol 2015- 2016

1. An Agreement has been signed by Mountain Comprehensive Care Center (MCCC) and the Trigg County Board of Education to provide school-based mental health treatment services for the September 2015 -June 2016 school year.
2. A meeting involving the school principal, the Family Resource Center Director, the School Counselor (if one is available), an MCCC administrator (or their designee), and the assigned Children's Therapist will be conducted at the school prior to services being offered to the students. This document outlines a referral procedure, lines of communication, lines of responsibility, procedures for offering services, and the role and responsibilities of the therapist.
3. The agreed upon PROTOCOL will be effective for the current school year and may extend into summer depending on need and resources. All parties will possess a written copy. If either party wishes to **change the PROTOCOL** during the year another meeting of the same persons will be called where changes can be discussed, agreed upon, and a new PROTOCOL written and disseminated. Once the PROTOCOL is agreed upon, it will be followed even if changes need to be made, until changes in the PROTOCOL are agreed upon in writing.
4. MCCC will assign a therapist to come to each designated school. The therapist will be at the school on the same day each week. If the **Therapist's schedule** needs to change either temporarily or permanently, the change will be worked out between the therapist and the Family Resource Center Director, who will notify the school Principal. The assigned therapist will remain the same barring illness, resignation, or position transfer. If any of these occur, a new therapist will be assigned as soon as possible.
5. The family resource center director will be the **single point of contact** and liaison between the school, the parent and MCCC. The appropriate party to address any problems with at MCCC is the MCCC administrator / Prestonsburg Opt. Clinic Manager @ 886-4350.
 - a. The therapist will notify the FRYSC Director if they will not be at the school, preferably 24 hours prior to the scheduled day, or by 8 AM on that day in the case of illness. The therapist will ask the FRYSC Director to notify each child of the cancellation if possible. If illness or indisposition persists beyond three weeks, the administrator will arrange coverage either at the school or the county clinic. If a change of therapist occurs, parents will be contacted.
 - b. If the therapist has a problem at the school, he/she will discuss it with the FRYSC Director who will attempt to resolve the issue. The principal or other school staff will be involved as needed at the discretion of the FRYSC Director.
 - c. If the principal has a problem with the mental health service, he/she can discuss it with the FRYSC Director who will decide to speak to the therapist or appropriate party or call a meeting to work it out. Direct contact with the MCCC administrator at the contact number identified above is always an option.
 - d. If a parent has a problem with the program and wishes to discuss it with the therapist, the parent is encouraged to contact the therapist directly. The FRYSC Director can also notify the therapist that the parent communicates a need to be contacted.

- e. All referrals for services will be made through the FRYSC Director unless otherwise specified here. If a teacher feels that a child is in need of mental health services and refers the child, the FRYSC Director will notify the parents either by home visit, school visit, or phone, regarding the referral. If the parent is agreeable to the child receiving Mental Health Services at school, two options are possible
 - 1. The FRYSC Center Director may make an appointment for an intake at the Outpatient Clinic in the county that services are being provided. The FRYSC Director will call the parent back with the appointment time. The intake worker will ask the following information over the phone: the child's Name, SSN, DOB, home address, home phone, parent/guardian's name and address, and the nature of the problem. The parents will need to bring proof of custody if there has been a divorce (only custodial parents can sign permission for treatment) or custody is otherwise assigned, either temporarily or permanently. All intakes will be performed at the Outpatient Clinic in the client's county of residence.
 - 2. The parent themselves may be asked to arrange the intake appointment at their convenience.
 - f. Every effort will be made to see the child after school hours for the intake, but that may not always be possible. The parent must accompany the child to the intake appointment. Parents will be asked to sign a release of information for the FRYSC Director, the child's teacher, the school counselor (if appropriate) and the principal. Information will be discussed only for the purpose of assuring successful treatment on a need to know basis.
- 6. If a teacher has information regarding a child's classroom behavior that a therapist needs to know, he/she can relay to the FRYSC Director that they wish to speak to the therapist. If a therapist needs to speak to the teacher, the FRYSC Director can assist in arranging a meeting with the teacher during their break or planning period. It is expected that the teacher of each child receiving treatment services will conference with the therapist on a regular basis and more often if deemed necessary by the therapist.
 - 7. Payment for services will be by Medical card, third-party payor, or on a sliding fee scale by the families themselves. There is no cost to the school or the school board. No fees will be collected nor money exchanged at the school. Treatment records will be housed at the Outpatient Clinic
 - 8. A copy of either an appointment schedule or a list of students the therapist plans to see on a given day will be given to the FRYSC Center Director in advance unless other arrangements are made with the school. Children will be seen as frequently as the treatment plan indicates. The FRYSC or other school staff will arrange to get each child out of class in the least obtrusive manner possible at the appointed time. Every effort will be made by the school and the therapist not to identify a child as receiving mental health services and to safeguard the child and the family's confidentiality.
 - 9. Children who are receiving psychiatric services or require a referral for such services may be seen at the MCCC Outpatient clinic by an agency psychiatrist or by a private physician of their choosing.
 - 10. If the child is in crisis after hours, assistance can be sought at any hour through the HELPLINE, 1-800-422-1060. During office hours the therapist can be contacted at the MCCC county outpatient clinic.

11. Parents will be expected to participate in the treatment planning for the child and sign that plan. Parent meetings with the therapist either at the school or at the Outpatient Clinic are expected at least monthly. This participation will be written into the treatment plan and is expected as critical to the success of the school-based service. A therapist may request a case conference with the parents and the school if warranted. FRYSC Directors may be asked to assist in accessing or contacting parents if difficulties arise.
12. The school will provide an appropriate and confidential space with either a private phone or access to a phone in confidential space for therapist use.
13. It is not the role or responsibility of school-based therapists to manage behavioral crises by students, whether clients or non-clients of MCCC. Behavior disruptions by students who are clients as well as non-clients of MCCC will be handled as they are every other day that the therapist is not present. Communication between school staff and the school-based therapist about behavioral problems is essential.
14. If a child is in a mental health crisis and is in danger of harming himself or others, the therapist can provide crisis intervention and referral services whether or not the child is a client. However, every effort will be made by the school to notify the parents, who must come to the school as soon as possible. If the parents cannot be contacted, the school will call the Dept. for Protection and Permanency to assist with locating the parents. A therapist can assess the child and make a referral to the MCCC Creekside Crisis Stabilization Center or a psychiatric facility if necessary, but only with the permission of the parent.
15. If a child is in crisis on a day when a therapist is not present, the school can contact the parent, or if the parent cannot be found, can contact the Dept. for Protection and Permanency (DPP). DPP can assist in arranging to take the child by car or ambulance to the MCCC Outpatient Clinic or a Hospital Emergency Room where appropriate referrals can be made.
16. A child who is in treatment can be referred to Kentucky IMPACT program for more intensive services by the FRYSC Director, the school based therapist, or the parent. Every child who is in the IMPACT Program must be receiving mental health treatment from some source.
17. A school-based therapist will not perform psychological testing. If testing is recommended, a referral can be made to MCCC for this service.
18. If a child who is referred for services has a personal relationship with the therapist assigned to the school, child will be referred to another therapist at the MCCC Outpatient Clinic.
19. If a child has issues that require specialized services not available in school-based settings, a referral will be made to a more appropriate provider. If siblings are referred for services, a conference will occur between the therapist and the supervisor to determine how to handle the situation.

FRYSC Director

MCCC Therapist

School Principal

MCCC Administrator (or designee)