Step-by-Step From Facility to School Setting

A step-by-step procedure has been created to assist in helping students, which have recently been discharged from a Mental or Behavioral Health (MH/BH) Facility, to have a successful continuity of care and readjustment once returning to school. A collaboration and steady line of communication needs to be created and kept between the MH/BH Facility and the schools. A detailed list of how this will be done follows; as well as a flow chart of how information should be disseminated amongst the professionals assisting the student and his/her family.

When a student is being discharged from a MH/BH facility or who are currently in treatment. The following should occur:

1. **At Inpatient Discharge Meeting or Other Out-patient treatment sessions**
	1. **Consent and Release forms will be issued to the parent/guardian at the MH/BH facility to complete and sign.**
		1. Request parent to allow all documentation to be sent from outside provider but less (minimal) documentation is also an option
	2. **Conference with parent/guardian**
		1. The therapist or professional conducting the discharge should explain to the parent/guardian the importance of continuity of care from the facility to the school. Emphasis should be made on the need for all individuals that work closely with the child to be on the same page, so that the child will have a greater chance for success.
		2. The parent should be made aware of the confidentiality requirements of school personnel in accordance of Family Educational Rights and Privacy Act (FERPA).
		3. The parent should be made aware of the confidentiality requirements of medical and mental health professionals the federal Health Insurance Portability and Accountability Act (HIPAA)
2. **Send forms and information to school thru secure fax or scan to email**
	1. **Follow the flow chart to view those involved in disseminating information.**
		1. Mental health facility will identify the contact person for parents and schools.
		2. Schools identify their contact person for mental health facilities (i.e. principal, school counselor).
		3. A Region 14 school directory will be provided to MH/BH facilities. School contacts are also on the Region 14 website at <http://bit.ly/r14directory>
	2. **The MH/BH facility should send any approved documents, or a notice that family did not approve documents to be shared.**
	3. **Re-enrollment (school enrollment designee)**
		1. Once the family has re-enrolled the child into a district, the registrar will request education records through TREX.
		2. Enrollment designee will notify the counselor of reenrollment
	4. **Should the facility have concerns or would like to speak to a school personnel about a student, contact the school counselor directly.**
3. **Once student is back in school**
	1. **Up to individual campus**
		1. Each campus administrator will identify the contact person for their campus to be notified when students:

• Leave school for mental health care

• Return to school from receiving mental health care.

• The contact person for the mental health agencies to communicate information regarding the student

* + 1. Campus designee will review the student’s case and to determine the appropriate supports to meet the need of the student. The campus will need to review the resources available.
		2. There needs to be a suggestion to the student of a transition contact teacher/counselor/person to monitor stability or success with the student. A safety plan and/or a wraparound plan may be developed to solidify that student transition contact person and a plan for emergencies.
		3. If there is a Community in Schools Coordinator on campus and this child qualifies to be seen by them, make a referral or inform them about the student’s situation.
	1. **If the student is in special education**
		1. The campus diagnostician/LSSP should review if a BIP/IEP needs to be modified or created based on follow up plans.
	2. **School counselor or designee will initiate conversation with family about needs/concerns**
		1. The counselor will call or schedule a meeting with the parent to discuss reenrollment and help with transition back into school, as well as any after care supports and resources. Access resources through the Wraparound portal on region 14 website <https://wraparound.communityos.org/cms/node/98>
	3. **School counselor or designee will initiate conversation with facility about follow up suggestions or contact**
		1. If there are questions regarding the documents sent over, the school counselor will call the MH/BH facility to clarify any information needed.

**Dissemination of Information Flow Chart**