Referrals are given to any SMH Team Member (school psychologist, school social worker, community mental health provider, school administrator, behavioral specialist) who will bring to SMH Team Lead to process during a SMH Team* meeting.

Urgency of referral is assessed and immediate response is taken by SMH Team Member as needed if appropriate.

Referral is discussed at SMH Team* (within X number of days) and relevant data (including Special Education Services, academic and behavioral indicators, social emotional functioning) are collected.

Based on referral and data, SMH Team* decision is made regarding provision of care (Tier 1, 2, 3).

A SMH provider will be identified to take the lead on the development of a student intervention plan that can be brought back to the team to update SMH Team* on progress at least twice per year.

*Family members should always be invited to team meetings and/or provided with follow-up about team member communication on student’s referral/case.