

### **Preparing for the Referral**

- Have a conversation with the family about the reasons for referral so that everyone has a clear understanding of concerns.
- Discuss benefits of mental health care with the student and family, and help address any potential barriers to treatment.
- Create the referral and identify the community provider(s) that will meet the student/family's needs, including logistical, cultural and linguistic factors that will promote a good fit.

### **Facilitate the Referral Process Once Referral has been made**

- Reach out to provider ahead of time to let them know a referral is coming. This conversation should not include names or details of the referral unless the school has obtained signed release of information forms from the student's parent/guardian. Securing a release of information is key to ensuring communication.
- Have a conversation with the family about what to expect from the intake process.
- Assist family with scheduling appointment if needed.

### **Following up with family**

- Check in after initial appointment to address any barriers and solutions.
- Provide any additional supports or resources the family needs

### **Tracking the referral**

- Once a referral is created, track it in the Google sheet. Fill in the information on the referral form into the document.
- After you follow up with the family after the initial visit, fill in the details in the Google sheet about whether they attended, any barriers, etc.