

# REFERRAL PROCESS CHART



Referring a mental health issue is a very simple process. The time it takes does not even compare to the time spent dealing with the issue in your classroom every day. Also, it may be the only opportunity for your student to get the help they need.

## STEP 1

Recognize early on the possibility of mental health concern. Consider multiple perspectives when looking for red flags. If it is an emergency, such as thoughts of suicide or self-harm, do not leave the child unattended and get a school-based mental health professional involved immediately.

## STEP 2

Fill out the mental health checklist for the appropriate age level. These checklists can be found on your DVD in the bonus features section or on our website: ([www.linktohealthyminds.org](http://www.linktohealthyminds.org)) If you would like help filling it out, consult with your school mental health professional.

## STEP 3

Consult with the mental health professional in your building or district. This could be a counselor, a social worker or a psychologist. They can provide ideas for the classroom, conduct mental health interventions or make appropriate community referrals.

## STEP 4

Talk to parents to share concerns, gather their perspective, their ideas about what works and information for the mental health checklist.

## STEP 5

Proceed to your building's Student Improvement or Care Team if issues are impacting the child's functioning at school even after early intervention efforts. Forms for referring your student to this process can be found on our website. The Student Improvement Team can help everybody involved come to a conclusion about the next step, whether that be referring to an outside source, referring the issue to special education, or developing interventions for home or school.