

Module 4: Annual School Meeting



The annual meeting lays the foundation for successful working relationships between school staff and behavioral health providers throughout the school year.

During the first month of every school year, behavioral health providers will initiate and coordinate the annual meeting. Additional meetings throughout the year can be initiated by school staff or SchoolLink provider as needed.

Who Should Attend?

The following staff typically attend the Annual meeting:

- Principal or designee
- School psychologist, counselor, and/or nurse
- SchoolLink provider
- CYBHI Fee Schedule program provider
- District Liaison (optional)
- County Monitor (optional)



Tools and Resources

The following resources have been developed to support your SchoolLink partnership at the meeting and throughout the year. They can be found on the [BHS SchoolLink website](#).

- [SchoolLink Annual Meeting Agenda](#) – a template agenda for the meeting
- [Annual SchoolLink Plan](#) – a list of key contacts, decisions and processes that need to be decided and documented during the meeting
- [SchoolLink Student Referral Form](#) – a template form all school staff must use to refer students for behavioral health services
- [SchoolLink Monthly Communications Log](#) – a template excel sheet for providers to use to provide updates and information about referred students to school staff
- [SchoolLink Service Structure](#) – a diagram detailing the organizational and funding structure of school-based behavioral health services

Key Meeting Outcomes

Outcomes and related questions are answered during the meeting and documented in the annual plan.

Clarify roles and responsibilities

- Who is responsible for referring students?
- How should school staff submit referral forms?
- What will the provider do if they can't reach a referred student's parents?

Establish key contacts

- Who is the primary school contact?
- Who is the provider contact?
- How do I reach the provider when they are not on site?
- How do I escalate an issue to a supervisor if needed?

Review minimum commitments

- What are the minimum referral threshold expectations from the school?
- What are the minimum school site service expectation from the provider?
- See module 5 for more information

Commitment from SchoolLink provider

- Clinician on school site **weekly** for minimum of **4 hours per visit**
- Clinician shall have the capacity to **serve 5 clients per visit**
- On average, each client shall receive 10+ weeks of services
- On average, each client shall receive 10+ services on the school campus

Commitment from School

- Provide a designated confidential space for SchoolLink provider to meet with student
- Make sufficient referrals that lead to a minimum of **5 active clients** served by SchoolLink provider
- Make sufficient referrals that lead to a minimum of **10 annual clients** served by SchoolLink provider

Formalize the Communication and Outreach Plan

- How will teachers and parents learn about these SchoolLink services?
- What meetings can the SchoolLink provider attend to promote these services?
- What is the SchoolLink provider allowed and not allowed to share with school staff about the student's treatment?

Resolve any facility, process, or procedure questions

- What office can the SchoolLink provider use?
- What is the best way to pull a student from class?
- What are the school site's emergency procedures?

Best Practices

- SchoolLink Program Mangers reach out monthly to school contact
- Discuss referral levels and threshold commitments
- Inquire and share any changes to key point of contacts
- Are referrals completed with needed information
- Does the SchoolLink provider updating the monthly log to offer progress
- Review access time and other points of entry when needed
- Inform county monitor if unable to schedule annual meeting at start of year

Key Point

The Annual SchoolLink Plan details how SchoolLink services operate at a school. School leadership is encouraged to disseminate the plan to school staff and behavioral health providers.

Key Terms

Behavioral health services: A continuum of prevention, intervention, treatment and recovery support services for mental health and substance use.

County-funded: Services funded through the County of San Diego's Health & Human Services Agency's Behavioral Health Services Division.

Provider: Unless otherwise specified, a County-funded behavioral health provider.

Administrative Information

For administrative information or to provide feedback about the School link training program, please email BHSContaktUs.HHSA@sdcounty.ca.gov with subject line: SchoolLink