

School Mental Health Coordinator

The role of the School Mental Health Coordinator (SMHC) is seen as an integral part of any school mental health/wellness team. The School Mental Health Coordinator role would be assigned to a current staff member by the Principal. This role is not a full time position, but should be held by someone who would naturally be a member of these team meetings and can take a leadership role.

- Should be a member of the school administrative team and participate on other appropriate school teams
- Should possess an understanding of the RTI framework, multi-tiered intervention to support student success.
- Leads the RTI/student wellness committee. Participates and actively contributes to all multi and inter disciplinary student support team meetings.
- Coordinates services provided by outside partners that provide services to students and families.
- Collaborates with the school mental health team to identify school wide or classroom trends in social, emotional and behavioral health needs and develops student programming based on those trends.
- It is recommended that the SMHC has access to school level data (i.e., homelessness, IEP, Attendance, grades, etc.)
- Assists in coordinating/scheduling programming for Community Based Organization (CBO)/outside partners
- SMHC will be the point of contact for reporting up to the administrative team
- Be responsible, or know who is responsible for the confidential tracking and storage of mental health referrals.
- In collaboration with the Community Based Organization (CBO) clinician, will complete the School Strengthening Tool, "own" the annual work plan and ensure quarterly work plan review meetings are scheduled.



5 Steps to Successful Implementation

1 Partnership begins



The CBO (clinician assigned to school and their supervisor) and the School (Principal, Mental Health Coordinator) should be familiar with the city-wide expansion and the school's goals for this partnership.

- School will identify known Tier 1 and 2 gaps (prevention and early intervention) where the CBO Clinician may support.
- School will support CBO in pre-identifying students and families in need of Tier 3 (billable) services to ensure CBO Clinician can obtain consent and begin providing those services early on.



CBO orients to the school community

2

The School Mental Health Coordinator (or principal or designee) will:

- Introduce CBO Clinician to the school building and office space.
- Introduce CBO Clinician to safety procedures, emergency protocols, communications (Wifi, school calendar, email groups, shared documents, etc.).
- Introduce CBO Clinician to teams that Clinician should be knowledgeable about in order to fully integrate into the school community.

CBO Clinician will prepare a presentation on services provided at the school and additional services offered by the CBO in the community.

The School Mental Health Coordinator and CBO Clinician shall jointly present the partnership to the full school community - staff, students, and families.

3 The Team completes the School Strengthening Tool



Mental Health Coordinator ensures CBO Clinician has access to diverse information, persons, and data that can inform an accurate completion of the tool. The Mental Health Coordinator and CBO Clinician collaborate to complete the Tool within one month of entry into school setting and in collaboration with school leadership and school mental health staff.



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Develop the work plan

The partnership work plan will be informed by the School Strengthening Tool and other improvement data provided by the school, and will include:

- CBO deliverables that support the school's goals across all Tiers of Intervention.
- A certain percentage of billable services as a goal, set forth by CBO with support from the school.
- Target dates for deliverables.

5 Ongoing monitoring and development



CBO Clinician, CBO Program Manager/Supervisor, and School will review and amend the work plan at least quarterly or as needed to evaluate progress.