

Mental Health Assistance Allocation Plan Outline for the Delivery of School Based Mental Health Services Putnam County School District

The proposed purpose of this allocation is to expand Putnam County School District's school based mental health care to include all students in need of mental health care services.

The majority of the allocation (at least 90%) will be used to:

1. Provide mental health assessment, diagnosis, intervention, treatment, and recovery services to students with mental health or co-occurring substance abuse diagnoses and students at high risk of such diagnosis.
2. Coordination of such services with a student's primary care provider and with other mental health providers involved in the student's care.

Referral Process

Students will be identified and referred for mental health care services by one or more of the following:

1. A parent indicates that a student has previously been referred for mental health services on the student's pupil information form or the parent provides other supporting documentation that the student has or is at high risk of mental health or co-occurring substance abuse diagnoses.
2. The school's Multi-Tier System of Supports (MTSS) team suspects a student to be at high risk due to early warning system indicators or for mental health or co-occurring substance abuse diagnosis. Students will be referred at the Tier 2 and 3 level of intervention.
3. Any student that has a Student Safety and Supervision Plan completed by the School Behavioral Threat Assessment Team.
4. A faculty or staff member suspects a student to be at high risk for mental health or co-occurring substance abuse diagnoses.
5. A school is notified of a student's discharge from a Crisis Stabilization Unit (CSU) hospitalization, has received a mental health intervention or assessment and is returning to the Putnam County School District.

6. Formerly Expelled Students Returning to School: When a student is expelled from the Putnam County School District the office of Students Services will notify the Lead Mental Health Counselor of the student's expulsion and after which, the student will be referred for completion of a comprehensive threat assessment/mental status evaluation.
7. Upon notification of a student being expelled, the mental health counselor will refer the student to a community and/or private based counseling services and assessment. When the Department of Student Services determines that a student is eligible for expulsion with services, the mental health counselor will begin the process of coordinating the delivery of mental health counseling and supportive services to the student.

Note: For all students who are actively receiving mental health-counseling services, parents will acknowledge and agree (via authorized form) to notifying the student's school and mental health counselor within 24 hours of the student's discharge from a CSU or other hospitalization and mental health admission or intervention for an emotional or behavioral health intervention or assessment.

Service Providers

- One (1) Lead Licensed Mental Health Counselor/Case Manager- To coordinate the timely and efficient provision of community and school-based services and supports for students referred for mental health services.
- Three (3) Licensed Mental Health Counselors- To provide mental health assessment, diagnosis, intervention, treatment and recovery services to students with mental health or co-occurring substance abuse diagnoses and students at high risk of such diagnoses.
- The district has not retained contracted service providers.

Provider/Mental Health Counselor Locations

Mental Health Counselors will be located in all regions of the Putnam County School District:

- **Lead Mental Health Counselor/ Case Manager and First Mental Health Counselor** will be housed at CL Overturf 6th Grade Center and will provide services to students in central Putnam county.
- **Second Provider/Mental Health Counselor** will be housed at a west Putnam county school and will provide services to students in west Putnam County.
- **Third Provider/Mental Health Counselor** will be housed in a south Putnam county school and will provide services to students in south Putnam county.
- **Charter Schools** will be accommodated and provided services upon request.

Delivery of Evidenced Based Mental Health Services

Curated Evidenced Based Resources can be located at the Substance Abuse and Mental Health Services Administration (SAMHSA) website:

<https://findtreatmentsamhsa.gov/>

1. Evidenced Based Mental Health Services will include (but not limited to), the following assessment tools: Use of the *Diagnostic And Statistical Manual of Mental Disorders* (DSM-5) Fifth Edition; Biopsychosocial Assessment with recommendation and need for additional referrals; Child Functional Rating Assessments (Pre-and Post-Measurements); Individualized Plans of Care /Treatment Plans; Child and Adolescent Trauma Screen (CATS)-Youth Report; Depression and Anxiety Rating Inventories; and Suicide Risk Assessments and Safety Plan, as recommended, and all other approved Risk and Safety Inventories.
2. Evidenced Based Mental Health Services will include (but not limited to) the following therapeutic modalities: Motivational Interviewing; Person Centered Therapy; Trauma Focused -Cognitive Behavioral Therapy; Cognitive Behavior Therapy; Rational Emotive Therapy; Family Systems Therapy; Solution Focused (Brief) Therapy; Play Therapy; Behavioral Therapy; and Behavior Management Counseling and Psychoeducation.
3. Evidenced Based Mental Health Services will be supported and facilitated through the use of Individual, Family, and Group Sessions. Family Engagement, Motivational Interviewing, Collateral Contact(s), linking of families/individual student to appropriate community resources.

Evidenced Based Curriculums and Teaching Tools will be utilized to compliment the therapeutic environment and will include intervention and prevention strategies to address pro social skills, anger management, communication, behavior management; interpersonal skills building, impulse control, anger-aggression reduction, emotional-self-regulation, substance abuse education, life skills training and stress management.

The following evidenced based curriculums have been identified for use and offer a comprehensive approach to meeting the emotional, social, and behavioral health needs of students:

- PREPARE (Pro-Social Competencies). The Prepare Curriculum is a series of coordinated psychoeducational courses explicitly designed to teach an array of pro-social psychological competencies to adolescents and younger children demonstrably deficient in such competencies. It seeks

to teach interpersonal skills to aggressive, antisocial youth as well as those who are withdrawn and socially isolated.

- Life Skills Training (Ages 8 to 14) Substance Abuse Prevention Program.
- Nurturing Parent Game.
- Good Behavior Game (Ages 4 to 10), designed to improve aggressive, disruptive behavior.
- Skills Streaming.
- Ripple Effects.

Evidenced Based Interventions for Substance Use, Substance Abuse & Related Services

For individuals with a Co-Occurring Substance Abuse Diagnosis/ Dual Diagnosis needs and/or with low scoring protective factors, and who display high risk factors for developing a Substance Use Disorder (SUD) and/or abuse the following interventions will be approached (but not limited to):

- Biopsychosocial Assessment, CFARS, Child & Adolescent Substance Use/ Abuse Screening Assessments/Tools/Inventories, Brief Screener for Alcohol, Tobacco, and other Drugs (BSTAD) Screening to Brief Intervention (S2BI) for ages 12-17, Alcohol Screening and Brief Intervention for Youth, A Practitioners Guide (Ages 9 to 18), Individualized Plan of Care/Treatment Plan and Substance Abuse Education Pre-and Post-Questionnaires.
- School based counseling for substance use and abuse interventions will include: assessments, cognitive behavioral therapy, behavioral therapy, psychoeducation, pro-social skills and referral to private and or community behavioral health agencies for additional assessments, extended therapy/counseling, substance abuse group or other related services.

Informed Consent/Eligibility for Services

All minor students who are referred and deemed eligible for School Based Mental Health Services are eligible only and solely when legal and informed consent is obtained from the student's legal parent or guardian. In situations where a student is in a guardian (foster, relative) placement, proof of guardianship must be provided before mental health counseling interventions are implemented.

Supports That Address Mental Health Needs/Assessment Tools

The following assessment tools will be utilized to assess biological, psychosocial, mental health needs and risk factors of students referred for School Based Counseling:

- Biopsychosocial Assessment
- Mental Status Exam
- Suicide Risk Assessment (intent, plan and means)
- Children's Functional Assessment Rating Scales Pre & Post Testing
- Child and Adolescent Trauma Screen (CATS)- Youth Report
- Child and Adolescent Trauma Screen (CATS)-Caregiver Report
- Other School Based Safety and Risk Assessment Tools as approved and required by the School District.

Crisis Management

Crisis Situations: will be managed in accordance with the Putnam County School District's Office of Student Services and its policy for managing matters of safety and threat of harm and in accordance with the Florida Department of Health rules and guidelines governing licensed professionals and mental health counselors with respect to managing matters of safety and threat of harm for individuals receiving mental health counseling.

Providers will initiate interventions according to a provider's eligibility/licensure designation to provide such intervention (i.e., mental health threat/safety assessment, threat of potential harm to self or others and where a student has disclosed intent, plan and means for threat of harm to self and or other).

Additionally, when a situation is assessed to be in crisis, providers will immediately refer to the school resource officer or designated school safety entity for intervention crisis support and work collaboratively with all supports involved to ensure that students are receiving supports as needed.

Crisis Support: Grief and Crisis Intervention due to the death of a staff, student, student family members, a community tragedy, or an accident that impacts the overall emotional, behavioral functioning of the student and/or student population will be provided by the assigned counselor of the identified school where crisis support is needed and in conjunction with all other crisis support supports available within the school district to include: mental health counselors, school counselors, psychologists, school safety representatives, and all other eligible support staff.

Collaborative Partnerships with Community Providers and Agencies

Students who are receiving school based mental health services within the Putnam County School District will have access to mental health services and counseling on a continuous basis and without interruption of services.

In an effort to coordinate and expand mental health counseling and supportive services to students referred for school based mental health counseling on a continuum, the Putnam County School District Mental Health Counselor will collaborate with the following community and social service agencies to coordinate continuity of care services for students:

- Stewart- Marchman -Act (SMA)
- A Helping Hand
- Azalea Health
- Putnam County Health Department-Violence Intervention Program(s)
- CDS Behavioral Health Care
- E.S.P. Case Management Professionals
- SEDNET
- Putnam County School District Department of School Safety and Security
- Meridian Behavioral Health

Mental Health School Counselors will increase their knowledge of resources within the community and in nearby or surrounding counties by referencing the established community resource list and by being in attendance at available community organized forums/multidisciplinary staffing where representatives from various agencies gather to share information on their particular organization or services.

Providers will attend multiagency, multidisciplinary staffing for the purpose of gaining knowledge of community resources that may be of benefit to students.

Providers will become knowledgeable of the administrative hierarchy and flow chart of the Putnam County School District, Department of Student Services and Department of Safety & Security, its intent, mission, roles of staff as related and relevant to the Safe Schools Allocation and Mental Health Assistance Allocation.

Providers will become knowledgeable of the **Multi-Tier System of Supports (MTSS)**, its purpose, intent and engage in working collaboratively with all aspects of the MTSS process and coordinators to ensure prompt and effective coordination, continuity of care and delivery of mental health interventions to eligible students.

Providers will expand upon and become knowledgeable of inventories, publications, and literature to increase knowledge of cultural competency and working with diverse populations.

The Lead Mental Health Counselor and Lead School Guidance Counselor along with the MTSS school designated coordinators will work collaboratively to develop a universal referral form that allows for an eligible student to be referred for counseling and obtain counseling interventions with a qualified counselor within 48 hours (business hours) of notification or receipt of referral.

Providers will work collaboratively with the following agencies:

- Students with Emotional/Behavioral Disabilities Network (SEDNET)
- Institute for Small and Rural Districts (ISRD) to obtain training in the areas of Mental Health First Aid and Trauma Focused Cognitive Behavioral Therapy.

Process For Coordinating Mental Health Services With Student Primary Care Provider, Mental Health Provider and Procedures For Information Sharing

Providers will access the Skyward Informational System to identify eligible student information and for Other Health Impaired (OHi) Status.

Providers, upon initiation of counseling with the eligible student, will obtain Biopsychosocial history from parent /guardian as relevant to mental health and OHi status, diagnosis and treatment and assess whether there is a need to communicate with primary care providers.

In situations when it is deemed beneficial or necessary for the student's primary care provider (medical, mental health, and psychiatric) to consult with the school district's mental health provider, a consent to release/exchange information form will be completed by the parent/guardian(s).

While parent/guardian(s) are not required to disclose pertinent medical information, there is an expectation (best practices) that this information will be shared with the school district and mental health counselors and solely for the purpose of case coordination, service delivery and continuity of care to all eligible students.

Data Collection Tools

Microsoft Office Access Database, approved district data collection tools, or approved software that maintain compliance with HIPPA national standards for protecting individuals medical and personal health information will be utilized for tracking the following information:

- Students referred for services
- Students screened or assessed for mental health services
- Students who received services
- Students who are screened or who are receiving community based services

- Students referred for Crisis Stabilization
- Students referred for threat assessments

The selected database will have the capacity to name and include all fields of data needed to be collected and as required for the Mental Health Assistance Allocation Plan Outcome and Expenditures and for monthly/quarterly programmatic monitoring reports.

The selected data collection tool will have the capability to import/export and extrapolate data from other formats.

The selected data collection tool will have the capacity to build in trend reports, charts and provide reports.

The selected and approved database should be secure and have the capacity to allow access of multiple users and include a log in and password component, as well as, include an administrator or user role.

Expenditures/Tracking of Expenditures

90% (\$304,190.00) of the initially funded amount of \$337, 989.00 will be utilized to employ the following newly hired- salaried employees and for professional development and therapy support aides:

Budgeted Items	Costs
Newly Hired Salaried Employees	\$302,495.00
Professional Development	\$2500.00
*Therapeutic Support Aides	\$1500.00
Total	\$306,495.00

*Therapy Support Aides include: therapeutic toys, games, sand trays, and other therapeutic tools for engaging students in counseling.

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- The district has not retained contracted service providers.

The Lead Mental Health Counselor/Case Manager will coordinate with the Director of Student Services, Office of Finance and relevant departments within the Putnam County School District to:

- Develop a database for tracking and documenting expenditures and ensuring that 90% of expenditures allocated were utilized to direct mental health services or coordination of such services.
- Ensuring that Mental Health Assistance Allocation does not supplant other funding sources or increase salaries or provide staff bonuses.

Maximization and Use of Sources of Funding

The Lead Mental Health Counselor/Case Manager will coordinate with the Putnam County School District's Office of Finance, and related departments to determine the process for becoming eligible to receive reimbursement for private and state funded (Medicaid) reimbursement for mental health services.

The Lead Mental Health Counselor/Case Manager will coordinate with the Putnam County School District's Office of Finance, and related departments to initiate identifying grants and other sources of funding.

Licensed counselors will retain necessary licenses and requirements that will allow for Medicaid reimbursement and third party billing.