

**School Board of Putnam County
Mental Health Assistance Allocation Plan
2019 - 2020 School Year**

The purpose of this allocation plan is to outline strategies in accordance with SB 7030 that will allow for the continuation and expansion of school based mental health care services to eligible students of the Putnam County School District.

100% of state funding from the mental health allocation will be used to:

1. Coordinate and provide mental health assessment, diagnosis, prevention and intervention services, treatment, and recovery services to students with mental health or co-occurring substance abuse diagnoses and students at high risk of such diagnosis for the purpose of creating a safe school and community environment.
2. Coordination of such services with a student's primary care provider and with other mental health providers involved in the student's care.
3. Provide professional development and training opportunities to all staff for the purpose of identifying and recognizing the signs and symptoms of mental illness, development of strategies to improve crisis management, prevention and intervention skills thus improving the overall safety of all students.

Delivery of Evidenced Based Mental Health Services

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; Child Functional Rating Assessments (Pre-and Post-Measurements); individualized plans of care; Child and Adolescent Trauma Screen (CATS)-Youth Report; Depression and Anxiety Rating Inventories, suicide risk assessments and safety planning 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 facilitated through the use of individual, family, and group sessions. Family engagement, motivational interviewing, collateral Contact(s), will link individual students and families to appropriate community resources.
4. 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.

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):

1. 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.
2. 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.

Additional Support and 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
- Colombia –Suicide Severity Rating Scale
- 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 Board Approved Safety and Risk Assessment Tools

Time Frames for Initiation of Screenings, Assessments and Initiating Services

The student services department will work in conjunction with the student based mental wellness staff to provide an overview of the process for submitting referrals, screenings and assessments and initiating services prior to the beginning of the school year in accordance with SB 7030.

All forthcoming working agreements and memorandums of understandings will reflect such time frames for commencement of screenings, assessments and initiation of services according to SB 7030 as follows:

A student who is referred to a school based or community based mental health service provider for a mental health screening, for the identification of mental health concerns or a student who is considered to be at risk for developing a mental health disorder will receive an assessment within **15** days of the referral.

School based mental health services must be initiated within **15** days after identification and assessment.

Support by community based mental health service providers for students who are referred for school based mental health services will be initiated within **30** days after the school or district makes a referral.

Exception: Students who pose a threat to themselves or others will receive an immediate screening or risk assessment and will be referred to one of the following staff/agencies: Children’s Home Society-Mobile Response Team, licensed mental health counselor, and/or law enforcement-school resource officer.

School Based Mental Health 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 developing a mental health or co-occurring substance abuse diagnoses.
2. The school's Multi-Tier System of Supports (MTSS) team identifies 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 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: upon a student returning to the Putnam County School District after expulsion, the office of student services will notify the lead mental health counselor and a student will be subsequently offered mental health services and support.
7. When a student is expelled, the mental health counselor will refer the student to a community and/or private based counseling agency for 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 are asked to notify the student's school and if applicable, the mental health counselor within 24 hours of the student's discharge from a crisis stabilization unit (CSU) or other mental health care facility.

Service Providers

- One (1) lead licensed mental health counselor/case manager - to coordinate the timely and efficient provision of community and school based services, screenings, assessments, support to staff and direct services to students referred for mental health care and case management 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.
- One (1) school social worker –to work within the students community, home and school in an effort to coordinate a delivery of services to support the students emotional, social and behavioral needs.
- The district has not retained contracted service providers.
- Students will have access to services available from a school psychologist upon being referred to and/or receiving services from the department of exceptional student education (ESE).

Strategies for Increasing Direct Mental Health Services to Students

Mental health counselors will be located in all regions of the Putnam County School District:

- **Lead Mental Health Counselor/Case Manager** will be housed at CL Overturf 6th Grade Center and will provide mental wellness services to students in the central region of Putnam County as well as conduct administrative duties, case management, clinical oversight of mental health counselors, and the training and supervision of the mental health counselors and the social worker.
- **First Provider - Mental Health Counselor** will be housed at Jenkins Middle School and provide mental wellness services at various schools in the central region of Putnam County.
- **Second Provider-Mental Health Counselor** will be housed at Interlachen High School and provide mental wellness services to students in west region of Putnam County.
- **Third Provider/Mental Health Counselor** will be housed at Crescent City High School and will provide mental wellness services to students in the south region of Putnam County.
- **Social Worker/Case Manager** will be assigned as a support to the mental health counselor to address students’ needs that do not warrant a mental health intervention and will be assigned a caseload as needed. This person will provide

coordination of services between the home, community and school to meet the needs of the student.

- **Charter Schools** have been assigned a mental health counselor and will be accommodated and provided services upon request. Staff member from these schools have been informed and trained on the process for submitting mental health referrals. Additional trainings on the updated process will occur prior to the start of the school year or as needed.

Partnerships and/or working agreements have been established with various behavioral health or community agencies to provide students in need of mental health counseling, prevention and intervention services and/or crisis management and support.

Additional strategies to increase the amount of time spent providing direct mental health services to students:

- Initial screening of referrals to determine appropriateness for mental health, case management, prevention or interventions services.
- The initial screening process allows for the assurance that students are receiving progressive interventions from the MTSS process prior to a referral being made to a mental health counselor.
- Professional development and training and review of PBIS and MTSS interventions.
- Implementation of PBIS and MTSS interventions to offset or reduce factors that may lead to a mental health referral.
- Staff will be trained in Youth Mental Health First Aid.
- A three (working) day turn around for commencing referrals once assigned to a mental health counselor. This requires attempts to notify the parent or guardian and arrange to discuss need for counseling and to schedule a time to complete necessary documentation for mental health and/or counseling services to be initiated. This time frame is not applicable to crisis situations.
- BIP-STAR (electronically generated referrals, progress notes, monthly reports which will allow counselors to complete referrals and documentation in a more timely and efficient manner).
- Mental health counselors will continue to be provided opportunities to obtain ongoing trainings and professional development in order to gain access to the most current, effective and evidenced based treatment modalities and educational resources.
- Social worker/case manager will be provided opportunities to obtain ongoing trainings and professional development to gain access to the most current, effective and evidenced based treatment modalities and educational resources.

- Referring staff will note the most appropriate time to see the student on the mental health referral. This will allow the mental health counselor to organize and coordinate a schedule that reduces no-shows and missed appointment.
- Maximum caseloads of 30 students.
- Working closely with partnering agencies and the districts social worker-case manager to coordinate strategies for assisting families with applying for or reapplying for health insurance. This matter is directly related to our partnering agencies, who provide services on a fee for services basis and are unable to proceed with service delivery when students do not have access to health insurance. This approach will expedite a student gaining access to mental health care as needed.
- Utilization of district office support staff for office management, clerical and additional data input needs.

Informed Consent-Eligibility for Services

All minor students who are referred and deemed eligible for school based mental health services from a mental health counselor are eligible for services when a legal parent or guardian consents to treatment by completing a consent to treatment form.

Interagency Agreements, Partnerships Enlisted To Provide On or Off Site Behavioral Health Services

Agreements and partnerships have been entered into or are being negotiated with the following agencies: Children’s Home Society of Florida –Outpatient Therapy, Children’s Home Society of Florida-Mobile Response Team (MRT), A Helping Hand Inc, Stewart- Marchman Healthcare (various programs), St. Augustine Youth Services, and Clay Behavioral Health.

Partnerships for resource and referrals have been established with the Women’s Resource Center Palatka Fl., Children’s Home Society Healthy Start Program, Clay Behavioral Health Care, Putnam County Health Department-Violence Intervention Program and CDS-Interface.

Services are coordinated in a manner that will allow for a continuation (year round) of mental health services to high risk populations of students.

The agencies shall be available to contribute services at school, offsite or at a local provider to students who may experience behavioral, emotional, family problems, crisis or indications of substance abuse as referred.

The agencies shall be able to provide screening, assessment, diagnosis, treatment, case management, substance abuse prevention and interventions for school age students.

Crisis Management-Trauma and Violence

Crisis Situations: will be managed in accordance with the 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 who intervene in such situations. Crisis management will also be provided by the Mobile Response Team of Children’s Home Society, student based mental health counselors, school resource officers and other law enforcement officers.

Providers will initiate interventions according to a provider’s eligibility-licensure designation to provide such intervention (i.e., mental health risk assessments when there is evidence to suggest that a student poses a potential threat of harm to self or others).

Crisis Support Team: The district crisis team consists of mental health counselors, school counselors, psychologist and school safety representatives who can be deployed throughout the district to provide interventions and support in response to issues related to bereavement, grief, traumatic situations and crisis 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 the student population.

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, a mental health counselor will collaborate with (but not limited to) the following community and social service agencies:

- Stewart- Marchman Healthcare
- Children's Home Society-MRT
- Children's Home Society-Outpatient Counseling
- A Helping Hand Inc-Outpatient Counseling
- Putnam County Health Department-Violence Intervention Program(s)
- CDS Behavioral Health Care
- SEDNET
- St. Augustine Youth Services
- Clay Behavioral Health Center- Community Action Treatment Team (CATT)
- Putnam County School District Department of School Safety and Security

Process for Coordinating Mental Health Services with the Student's Primary Care Provider, Mental Health Provider and Procedures for Information Sharing

Providers, upon initiation of counseling with the eligible student, will complete appropriate assessments, 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.

Mental health counselors will obtain consent to release or exchange confidential information in writing from the student's parent or guardian.

Co-Counseling and duplication of services - the student based referral form has been adapted to identify if the student is receiving counseling services from an outside agency at the time of the referral. Upon receiving the referral, the lead mental health counselor will contact the parent or guardian to verify the parent's awareness of the mental health referral and verify if student is receiving outside counseling or a related services. If so, the parent will be asked to contact the primary therapist and advise of the newly generated referral and choose which service provider will be utilized and/or arrange a meeting to discuss if co-counseling is an option.

Strategies to Reduce the Likelihood of At-Risk Students Developing Social, Emotional, Behavioral, Mental Health and/or Substance Abuse Problems

The Putnam County School District has moved forward in addressing this matter in the following ways:

- Revision and update of the student pupil information form to include additional factors that identify treatment of or presence of an emotional, mental health or medical issues that may impact a student's overall emotional or behavioral well-being.
- Procedures to notify parents of the intent to refer a student for mental health care services, along with procedures for obtaining parental permission to release and share a student's school and behavioral health information with community partners and agencies for the purpose of coordination and delivery of mental health assessment, treatment and/or for resources and referrals.
- Students will have direct access to various mentoring, prevention and intervention programs as offered currently to students of the Putnam County School District.
- All District Staff will be trained in Youth Mental Health First Aid
- Early Warning Indicators (EWI's) to assess for students who may be in need of additional support.
- Positive Behavioral Interventions & Supports
- Multi-Tiered Systems of Support (MTSS) to include universal screening of all students, multiple tiers of instruction and support services and an integrated data collection and assessment system to inform decisions at each tier of instruction.

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 designed to teach an array of pro-social psychological competencies to adolescents and younger children noticeably 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 Parenting Game and Components.
- Good Behavior Game (Ages 4 to 10), designed to improve aggressive, disruptive behavior.
- Skills Streaming.

- Ripple Effects (9-12).
- Resilience Builder Program for Children & Adolescents.
- Caring Schools Community – Social Emotional Learning (K-8).
- State mandated Social Emotional Learning Curriculum (6-12).
- Mental health awareness and education
- Suicide Prevention and Intervention
- Coordination of school based activities to coincide with national and state funded monthly initiatives that address the topics (but not limited to) of mental health awareness, suicide prevention and intervention, bullying and domestic violence.

Data Collection Tools

Microsoft office excel spread sheets along with skyward tracking systems, 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.

Expenditures-Tracking of Expenditures

100% of the funded allocation amount of \$356, 545.00 will be utilized to employ the following newly hired employees and for professional development and therapy support aides:

Budgeted Items	Costs
Salaried Employees	\$352,545.00
Professional Development	\$2500.00
Therapy Support Aides	\$1500.00
Total	\$356,545.00

Budgeted Staff

- 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.
- One (1) School Social Worker - Case Manager – to work within the students’ community, home and school in an effort to coordinate a delivery of services to support the students emotional, social and behavioral needs.
- There are no community based mental health providers funded by this allocation.

Program Implementation and Outcomes

Number and rations of FDOE –certified or licensed school based mental health services providers employed by the district:

- School Psychologist: 5 district , 1 contract = 6 ratio is 6 to10,770.
- Licensed Clinical Social Workers (LCSW) - 0 Ratio is 0 to10,770.
- LMHC-6 Ratio is 6 to 10,770 of which 4 are employed by the Department of Student Services and 2 are employed by the Department of Exceptional Educational Services.
- School Counselors are 15 to 10,770.

The Lead Mental Health Counselor-Case Manager Will Continue to 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 100% of expenditures allocated were utilized for direct mental health services or coordination of such services.
- Ensuring that the 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 reimbursements for private and state funded (Medicaid) reimbursements 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.