

**School Board of Putnam County**  
**Mental Health Assistance Allocation Plan**  
**2020 - 2021 School Year**

The purpose of this mental health assistance allocation plan is to outline strategies that will allow for the continuation and expansion of school based mental health services to students of the Putnam County School District. All services are adaptable and will allow for the provision of mental health prevention and intervention services in the traditional counseling or virtual telehealth environment.

This plan will also outline preventative and intervention approaches that will be implemented to train educators and other school staff in identifying, assessing and responding to mental health issues and linking children, youth and families to appropriate services to meet their mental and/or behavioral health needs.

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 whose mental health or wellness is compromised, has a mental illness 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. Coordinate 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, group or telehealth 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 transition from virtual learning, trauma informed care, self-care, 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 Services for Schools and Partnering Agencies**

An overview of the processes for submitting referrals for mental health services, time frames for initiating screenings, assessments and services will be provided to all school district staff and partnering agencies involved in the coordination and delivery of mental and/or behavioral health support to students.

All forthcoming working agreements and memorandums of understandings will reflect such time frames for commencement of screenings, assessments and initiation of services for partnering agencies.

### **Schools/ Charter Schools/Community Partners:**

- Students referred for mental health screenings will be assessed within fifteen (15) days from the referral date.
- School-based mental wellness services will be initiated within fifteen (15) days upon a student being assessed and determined to be in need of mental health services.
- For students referred to a community mental health provider, services will be initiated within thirty (30) days of receipt of the mental health 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 clinical 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 ( e.g., attendance, grades, reading level or number of referrals due to infractions or referrals made to student services ) or for mental health or co-occurring substance abuse diagnosis. Students will be referred at the Tier 2 and 3 level of intervention: small group targeted, and individual intensive.
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 Department of Student Services will notify the lead clinical mental health counselor and a student will be subsequently offered mental health services and support. The formerly expelled student will be provided transitional supportive services to assist the student with transitioning back into his/her learning environment.
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 clinical 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 Clinical Licensed Mental Health Counselor/Case Manager-Licensed Mental Health Counselor (LMHC):** provide timely and efficient provision of community and school based clinical therapeutic services, crisis screenings, assessments to students and families referred for mental health services and treatment. Clinical oversight and supervisory support to school based clinical counselors and case manager/social worker. Serve as community liaison and responsible for ensuring that all services provided meet the requirements of the approved district mental health plan and facilitate youth mental health first aid trainings. Services will be provided in the traditional or a virtual platform environment. **This will be a 12-month position.**
  
- **One (1) Coordinator of Prevention and Social Emotional Learning Services-Certified School Counselor:** The Coordinator will be responsible for but not limited to working closely with the school based clinical counseling program staff to ensure that all elements of MTSS/PBIS processes are fluid in supporting the social and emotional wellbeing of students, coordination and delivery of social emotional learning content and training and coordinate district wide EWS data network, student teacher and parent surveys and opinion polls. Additional responsibilities include counseling of students for trauma and grief support as supported by MTSS/Response to Intervention (RTI) guidelines, organization and coordination of youth mental health first aid trainings for district staff and advisement, guidance and trainings as relevant to conducting behavioral threat assessments (BTA) and team meetings. Services will be provided in the traditional or a virtual platform environment. **This will be a 12- month position.**
  
- **Administrative Assistant-Community Liaison:** The responsibilities of the position include but are not limited to, assisting administration with special projects, reports and surveys as assigned, planning and publicizing. Coordinating and conducting various outreach-educational programs focused on the delivery of mental health awareness and education. Promote and encourage the involvement of parents, and other community groups and organizations in the development of relationships between students', the students' school, home and community.

Administrative support: customer service, data entry, typing, filing, set up and maintenance of student information/data and confidential mental health records. Maintain a data- base for tracking all student data for disseminating monthly and annual program outcome reports.

Develop and maintain a tracking system for monitoring the effectiveness of school based mental health interventions in addressing Early Warning System Indicators (e.g., grades, referrals and attendance). Maintain a system for tracking all incoming mental health referrals and case activity. Coordinate with district staff to research, identify and when appropriate apply for grants and additional funding resources. **This will be a 12- month position.**

- **One (1) Licensed Clinical Mental Health Counselor-LMHC:** 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 and to provide support during behavioral threat assessment team meeting and serve as trainers for youth mental health first aide. **This will be a 10-month position.**
- **Two (2) Registered Clinical Social Worker Interns-RSWI:** 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 and to provide support during behavioral threat assessment team meeting and serve as trainers for youth mental health first aide. **This will be a 10-month position.**
- **One (1) Case Manager:** Coordinate and facilitate the delivery of services to support the students' emotional and behavioral needs. Services will be provided in the traditional school environment and/or a virtual platform. **This will be a 10-month position.**
- **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 Clinical Therapist/Case Manager** will be housed at CL Overturf 6th Grade Center and will provide clinical mental health services to students in all areas as needed as well as conduct administrative duties, case management, clinical oversight of clinical mental health counselors, training and supervision of the clinical mental health counselors and the social worker/case manager. This position will work collaboratively with the Coordinator of Prevention and Social Emotional Learning Services staff in an effort to ensure that all mental health prevention, educational, direct and indirect intervention services on behalf of all students are provided in a timely and efficient manner.

- **Coordinator of Prevention and Social Emotional Learning Services:** located at PCSD administrative office and immediately accessible with responsibility for but not limited to working closely with the school based clinical counseling program staff to ensure that all elements of MTSS/PBIS processes are fluid in supporting the social and emotional wellbeing of students. Coordination and delivery of social emotional learning content and training. Coordinator of district wide EWS data network, student teacher and parent surveys and opinion polls. Counseling of students for trauma and grief support as supported by MTSS/Response to Intervention (RTI) guidelines, organization and coordination of youth mental health first aid trainings for district staff. Offer advisement, guidance and trainings as relevant to conducting behavioral threat assessments (BTA) and team meetings.
- **Administrative Assistant-Community Liaison:** The responsibilities of the position include but are not limited to, assisting administration with special projects, reports and surveys as assigned, planning and publicizing. Coordinating and conducting various outreach-educational programs focused on the delivery of mental health awareness and education. Promote and encourage the involvement of parents, and other community groups and organizations in the development of relationships between students', the students' school, home and community.

Administrative support: customer service, data entry, typing, filing, set up and maintenance of student information/data and confidential mental health records. Maintain a data- base for tracking all student data for disseminating monthly and annual program outcome reports.

Develop and maintain a tracking system for monitoring the effectiveness of school based mental health interventions in addressing Early Warning System Indicators (e.g., grades, referrals and attendance). Maintain a system for tracking all incoming mental health referrals and case activity. Coordinate with district staff to research, identify and when appropriate apply for grants and additional funding resources.

- **First Provider- Clinical Mental Health Therapist** will be housed at Jenkins Middle School and provide mental wellness services at various schools in the central region of Putnam County.
- **Second Provider-Clinical Mental Health Therapist** will be housed at Interlachen High School and provide mental wellness services to students in west region of Putnam County.
- **Third Provider/Clinical Mental Health Therapist** will be housed at Crescent City High School and will provide mental wellness services to students in the south region of Putnam County.



- **Case Manager (1)** Coordinate and facilitate the delivery of services to support the students emotional and behavioral needs. Services will be provided in the traditional school environment and/or a virtual platform.
- **Charter Schools** will be assigned a Clinical Mental Health Therapist and will be provided services upon request. Staff members from these schools will be 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 and ongoing 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 clinical 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.
- District 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 the 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 mental health and case management referral forms, progress notes, monthly reports which will allow counselors to complete referrals and documentation in a timelier 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.
- 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 form. This will allow the mental health counselor to organize and coordinate a schedule that reduces no-shows and missed appointments.
- Maximum caseloads of 30 students.
- Working closely with partnering agencies and the district case manager to coordinate strategies for assisting families with applying 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.

### **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 will be negotiated with the following agencies: Children’s Home Society of Florida –Outpatient Therapy, Children’s Home Society of Florida-Mobile Response Team (MRT), New Hope & Healing, A Helping Hand Inc., Stewart- Marchman Behavioral Health (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.

For students who may experience behavioral, emotional, family problems, crisis or who present with risk factors or concerns for substance abuse when referred for

mental health services, partnering agencies shall be available to deliver services at the students' school or home, via telehealth, offsite or at the providers' office.

The agencies shall be able to provide screening, assessment, diagnosis, treatment, case management, educational, prevention, substance abuse prevention and interventions services Each of the agencies that have entered into an agreement will provide the above mentioned services as appropriate.

### **Crisis Management-Trauma and Violence**

***Crisis Situations:*** will be managed in accordance with the Department 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 member, student, student family members, a community tragedy, or an accident that impacts the overall emotional and/or 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 Behavioral Health
- Children's Home Society-MRT
- Children's Home Society-Outpatient Counseling
- A Helping Hand Inc-Outpatient Counseling
- New Hope & Healing
- 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 when a mental health referral is completed. Upon receiving the referral, the lead clinical mental health counselor will contact the parent or guardian to verify

the parent's awareness of the mental health referral and verify if the student is receiving outside counseling or a related service. 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:

- Revise and update 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.
- Implement 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 individual’s 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 \$443,101.00 will be utilized to retain the following employees, employee future staff as funding permits and for professional development and therapy support aides:

Budgeted Items	Costs
Salaried Employees	\$438,101.00
Professional Development	\$2500.00
Therapy Support Aides	\$2500.00
Total	\$443,101.00

## Budgeted Staff

- One (1) Lead Clinical Licensed Mental Health Counselor/Case Manager (LMHC): To coordinate the timely and efficient provision of community and school –based services and supports for students referred for mental health services. This will be a 12-month position.
- One (1) Coordinator of Prevention and Social Emotional Learning Services (Certified School Counselor): The coordinator will be responsible for but not limited to working closely with the school based clinical counseling program staff to ensure that all elements of MTSS/PBIS processes are fluid in supporting the social and emotional wellbeing of students, coordination and delivery of social emotional learning content and training and coordinate district wide EWS data network, student teacher and parent surveys and opinion polls. Additional responsibilities include counseling of students for trauma and grief support as supported by MTSS/Response to Intervention (RTI) guidelines, organization and coordination of youth mental health first aid trainings for district staff and advisement, guidance and trainings as relevant to conducting behavioral threat assessments (BTA) and team meetings. Services will be provided in the traditional or a virtual platform environment. This will be a 12- month position.
- Administrative Assistant-Community Liaison: The responsibilities of the position include but are not limited to, assisting administration with special projects, reports and surveys as assigned, planning and publicizing. Coordinating and conducting various outreach-educational programs focused on the delivery of mental health awareness and education. Promote and encourage the involvement of parents, and other community groups and organizations in the development of relationships between students', the students' school, home and community.

Administrative support: customer service, data entry, typing, filing, set up and maintenance of student information/data and confidential mental health records. Maintain a data- base for tracking all student data for disseminating monthly and annual program outcome reports.

Develop and maintain a tracking system for monitoring the effectiveness of school based mental health interventions in addressing Early Warning System Indicators (e.g., grades, referrals and attendance). Maintain a system for tracking all incoming mental health referrals and case activity. Coordinate with district staff to research, identify and when appropriate apply for grants and additional funding resources.

- One (1) Licensed Clinical Mental Health Counselor (LMHC): 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 for such diagnoses. This will be a 10-month position.

- Two (2) Licensed Registered Clinical Social Worker Interns (RCSWI): 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 for such diagnoses. This will be a 10-month position.
- One (1) Case Manager: To work within the students' community, home and school to coordinate and facilitate the delivery of services to support the students emotional and behavioral needs. Services will be provided in the traditional school environment and/or a virtual platform. This will be a 10 month position.
- There are no community based mental health providers funded by this allocation.

### **Program Implementation and Outcomes**

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

- School Psychologist: 3 district, 2 vacant = Ratio is currently 3 to 11,803 and will be 5 to 11,803 once vacancies are filled.
- Licensed Clinical Social Workers (LCSW) = Ratio is 0 to 11,803.
- Licensed Mental Health Counselor (LMHC)= Ratio is 7 to 11,803 of which 4 are employed by the Department of Student Services and 3 are employed by the Department of Exceptional Educational Services.
- School Counselors = Ratio is 17 to 11,803.

#### **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.
- Ensure that the Mental Health Assistance Allocation does not supplant other funding sources, 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.