

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.

Who Should Attend?

The following staff will attend the Annual meeting:

- Principal or designee
- School psychologist, counselor, and/or nurse
- Behavioral health provider
- District Liaison (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 updated and information about referred students and 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 must be 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?

Formalize the communication and outreach plan

- How will teachers and parents learn about these services?
- What meetings can the provider attend to promote these services?
- What is the 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 provider use?
- What is the best way to pull a student from class?
- What are the school site's emergency procedures?



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 SchoolLink training program, please email BHSContactUs.HHSA@sdcounty.ca.gov with subject line: SchoolLink or call 619-563-2700 and ask to speak with the Deputy Director of Behavioral Health Services for Children, Youth, and Families.