Script for Family Outreach

## for School-based Mental Health Services

Please use this checklist in your initial outreach to families for school-based clinical services. Before referring a student to the partnering school-based agency, a school staff member **must** call the family to explain the reason for the referral, answer questions, and confirm interest. A call from someone at the school that the family already has a relationship with makes all the difference!

#### Checklist

When speaking with families about the possibility of their student receiving counseling in school, please make sure you let them know the following during the course of the conversation:

* This is not mandatory, and it is not punitive. It is an opportunity to give their child support to help them succeed at school. Their child has been identified by school staff as someone who could benefit from additional support for the following reasons: \_\_\_\_\_\_\_\_\_\_\_. The school believes that regularly meeting with a clinician could help their child succeed in school by \_\_\_\_\_\_\_\_\_\_\_.
* This is an opportunity for their student to see a clinician at the school, during school hours.
* This clinician is not a school employee, but a clinician with an outside agency that is partnering with the school.
* If the student starts counseling, they will be able to continue seeing their counselor throughout the summer in a location that is convenient to them whether that be home, school, or another community location.

If interested:

* Someone from the agency, [name of agency], will be contacting you at this number within the next week to set up intake. They will need to you fill out paperwork or meet with the clinician to fill out paperwork. If you don’t receive a call, please listen to your voicemails to see if they left a message.
* Are there certain times of day or days of the week that would be better to receive a call? If yes, please note on referral form or in spreadsheet.
* Request the child’s social security number and insurance ID number. This is not required, but it will expedite the referral on the community agency’s end.

After the call, please make sure to fill in the spreadsheet or the referral form with the best number to reach the family, the names of the guardian that you spoke to and your name as the school staff member who made the initial outreach. This information will help the clinical partner establish a connection with the family.