

Partnering with a Mental Health Agency

PURPOSE

This document supports schools who have a Mental Health Agency that they regularly make referrals to and would like to improve collaboration with the agency.

DIRECTIONS:

Use the following assessment to draft or fine tune a partnership agreement with the mental health agency you have selected to integrate into your school community.

PARTNERSHIP AGREEMENT COMPONENTS

Component	In Place?	Notes and Next Steps
DOCUMENTATION A place to document: <ul style="list-style-type: none"> ○ Meeting attendance ○ Date of meeting ○ Date partnership begins ○ Name of school ○ Name of agency 	<input type="checkbox"/> Not yet <input type="checkbox"/> Partially <input type="checkbox"/> Yes	
ROLES + RESPONSIBILITIES A written or electronic document outlining the roles and responsibilities of the school and Mental Health Agency. A description of what services will be provided by the Mental Health Agency (e.g., crisis support, workshops, family support, student observations, individual and group therapy).	<input type="checkbox"/> Not yet <input type="checkbox"/> Partially <input type="checkbox"/> Yes	
ROLES + RESPONSIBILITIES Written agreement of the number of hours and days of the week/month that the agency is providing services. Documentation about how the hours/days will be monitored and by whom.	<input type="checkbox"/> Not yet <input type="checkbox"/> Partially <input type="checkbox"/> Yes	

Component	In Place?	Notes and Next Steps
<p>Guidelines are written for:</p> <ul style="list-style-type: none"> ○ Obtaining consent from parents ○ Conducting observations of students ○ Length of time for meeting with individual or groups of students 	<input type="checkbox"/> Not yet <input type="checkbox"/> Partially <input type="checkbox"/> Yes	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">SERVICES PROVIDED</p> <p>Description of how the school will accommodate and support provided services, such as:</p> <ul style="list-style-type: none"> ○ Space for agency staff to support students ○ Ensure agency staff members have access to school staff and students as needed ○ How the school will support and promote the use of mental health services ○ Support caregiver engagement in services (e.g., make calls, reach out to caregivers in person, send letters, connect electronically) ○ Accommodate potential trainings for staff, students, and families; school to provide space and time for events to occur in school 	<input type="checkbox"/> Not yet <input type="checkbox"/> Partially <input type="checkbox"/> Yes	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">SCHOOL INTEGRATION</p> <p>A drafted, flexible outline or description of the process by which the agency will be integrated into the school (e.g., ways the partner will learn more about the school and community, how to build relationships with the school community, how to provide clarity on their purpose)</p>	<input type="checkbox"/> Not yet <input type="checkbox"/> Partially <input type="checkbox"/> Yes	

Component	In Place?	Notes and Next Steps
<p>MANAGERS OF PARTNERSHIP</p> <p>Point(s) of contact from both the agency and school for this partnership are selected.</p> <p>These individuals will be responsible for overseeing the logistics, ensuring that the agreement is carried out as written, and will provide troubleshooting support, as needed.</p>	<p><input type="checkbox"/> Not yet</p> <p><input type="checkbox"/> Partially</p> <p><input type="checkbox"/> Yes</p>	

Additional Notes: