Mental Health Referral
Process Chart

Referring a mental health issue is a very simple process. The time it takes is a fraction of the time spent dealing with such issues in your classroom every day. Also, it may be the only opportunity for your student to get the help they need.

**STEP 1**
Recognize the possibility of a mental health concern. When looking for red flags, consider multiple perspectives. If it is an emergency (ex. – thoughts of suicide or self-harm), do not leave the child unattended. Get a school-based mental health professional involved immediately.

**STEP 2**
Fill out the mental health checklist for the appropriate age level. These checklists can be found on the website: [www.warrencountyesc.com](http://www.warrencountyesc.com) under students programs. For help filling it out, consult your school mental health professional.

**STEP 3**
Consult with the mental health professional in your building or district. They can provide ideas for the classroom, conduct mental health interventions, or make appropriate community referrals.

**STEP 4**
Talk to parents to share concerns, gather their perspectives, and to add to information about the situation.

**STEP 5**
If issues are impacting the child’s functioning at school even after early intervention effort, proceed to your school’s Problem Solving Team (IAT, RTI etc.). The team can help everyone involved make decisions about next steps – referring to an outside source or developing interventions for home or school.