



# Annual SchooLink Meeting Agenda



School:	Date:
Attendees:	
Principal or designee:	School Psychologist:
Counselor or Nurse:	SchooLink Provider:
District Liaison (optional):	SD County BHS COR (optional):
School is offering fee schedule services: <input type="checkbox"/> Yes <input type="checkbox"/> No	CYBHI Fee Schedule Provider (optional):

## 1. Provide SchooLink Overview

- Background
- School Protocols
- SchooLink Protocols
- Ongoing and annual threshold expectations
- Discuss all behavioral health services on campus and how to avoid duplication

## 2. Review Previous School Year

- Successes and Challenges
- Referral numbers, wait times, communication, etc.

## 3. Complete the SchooLink Annual Plan

- SchooLink Provider and School Site Liaisons (primary and secondary)
- Access and Space
- Referral Process
- Communication Log
- Outreach Plan

## 4. Update the Referral Form for SchooLink Services Template

- Distribute updated referral form to School Site points of contact

## 5. Review SchooLink Provider and School Staff documents

Documents for Provider to bring/review:	Documents for School Staff to bring/review:
<ol style="list-style-type: none"><li>1. SchooLink Annual Plan*</li><li>2. Memorandum of Understanding between the provider and the school district</li><li>3. SchooLink brochure*</li><li>4. Provider brochure</li><li>5. Behavioral Health Services Access Poster *</li><li>6. Referral Form for SchooLink Services*</li><li>7. Monthly Referral Communication Log*</li><li>8. SchooLink Service Structure*</li><li>9. SchooLink Threshold Guide*</li></ol>	<ol style="list-style-type: none"><li>1. School Calendar and Hours</li><li>2. List of key school personnel with phone numbers and extensions</li><li>3. Emergency policies and procedures</li><li>4. Suicide/Self Harm policy and procedure</li><li>5. School threat protocol</li><li>6. Substance Possession/Use Policy and Procedure</li><li>7. Any other relevant school policies or procedures that the provider needs to know</li></ol>

\*Download forms from [SchooLink San Diego](#)