



Annual SchoolLink Meeting Agenda



School:	Date:
Attendees:	
Principal or designee:	School Psychologist:
Counselor or Nurse:	SchoolLink 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 SchoolLink Overview

- ☐ Background
- ☐ School Protocols
- ☐ SchoolLink 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 SchoolLink Annual Plan

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

4. Update the Referral Form for SchoolLink Services Template

- ☐ Distribute updated referral form to School Site points of contact

5. Review SchoolLink Provider and School Staff documents

Documents for Provider to bring/review:	Documents for School Staff to bring/review:
<ol style="list-style-type: none">1. SchoolLink Annual Plan*2. Memorandum of Understanding between the provider and the school district3. SchoolLink brochure*4. Provider brochure5. Behavioral Health Services Access Poster *6. Referral Form for SchoolLink Services*7. Monthly Referral Communication Log*8. SchoolLink Service Structure*9. SchoolLink Threshold Guide*	<ol style="list-style-type: none">1. School Calendar and Hours2. List of key school personnel with phone numbers and extensions3. Emergency policies and procedures4. Suicide/Self Harm policy and procedure5. School threat protocol6. Substance Possession/Use Policy and Procedure7. Any other relevant school policies or procedures that the provider needs to know

*Download forms from [SchoolLink San Diego](#)