



Annual SchoolLink Meeting Agenda

The annual meeting may be completed jointly, when multiple SchoolLink providers are on a campus, however, one Agenda is completed per provider.

School Name:	Date:
Principal or Designee:	School Psychologist or Nurse:
Counselor or Social Worker:	SchoolLink Provider:
District Liaison (optional):	San Diego County Behavioral Health Services (BHS) Contracting Officer Representative (COR) (optional):
School is offering Children and Youth Behavioral Health Initiative (CYBHI) fee schedule services: ☐ Yes ☐ 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
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5. Review SchoolLink Provider and School Staff documents

Documents for Provider to bring/review	
☐ SchoolLink Annual Plan*	☐ Memorandum of Understanding between the provider and the school district
☐ SchoolLink brochure*	☐ Provider brochure
☐ Behavioral Health Services Access Poster *	☐ Referral Form for SchoolLink Services*
☐ Monthly Referral Communication Log*	☐ SchoolLink Service Structure* ☐ SchoolLink Threshold Guide*
Documents for School Staff to bring/review:	
☐ School Calendar and Hours	☐ List of key school personnel with phone numbers and extensions
☐ Emergency policies and procedures	☐ Suicide/Self Harm policy and procedure
☐ Suicide/Self Harm policy and procedure	☐ School threat protocol
☐ Substance Possession/Use Policy and Procedure	
☐ Any other relevant school policies or procedures that the provider needs to know	

*Download forms from [SchoolLink San Diego](https://www.schoollinksandiego.org/)