



Mobile Crisis Referral Procedure (INS-P050)

1.0 SCOPE:

- 1.1 This procedure outlines the process for responding to a student experiencing a mental health emergency.

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Academic Officer
- 2.2 Chief Human Resources Officer
- 2.3 Lead School Counselors

3.0 APPROVAL AUTHORITY

- 3.1 Chief Academic Officer

4.0 DEFINITIONS

- 4.1 Mental Health Emergency
 - 4.1.1 Expresses serious suicidal or homicidal thoughts or behaviors
 - 4.1.2 Exhibits bizarre behavior, disorientation, confusion or hallucinations
 - 4.1.3 Acts in a destructive manner or is otherwise out of control

5.0 PROCEDURE

- 5.1 If a student is experiencing a mental health emergency, parent(s)/guardian(s) are notified and informed of the need for a Mobile Crisis call.
 - 5.1.1 Under no circumstances should the student be left alone.
- 5.2 If a parent/guardian cannot be reached, emergency contacts are accessed in an attempt to locate a parent/guardian. Limited information will be shared with contacts other than a parent/guardian. Assure other contacts that the student is safe, but there is a need to speak with a parent/guardian as soon as possible.
- 5.3 If a parent/guardian or other emergency contacts cannot be reached, consultation with district level leadership and local community resources are utilized as needed.
- 5.4 If the parent/guardian does not commit to seeking assistance for the child, it may be appropriate to contact local agencies and community resources. A Consent to Contact form must be completed by the parent/guardian prior to any contact to an agency other than DCS or law enforcement. In addition, if in the professional discretion of the employee there is a heightened risk to the student, Mobile Crisis may be contacted without parent/guardian consent.
- 5.5 Contact Mobile Crisis and follow the guidance provided in order to best support the student experiencing the mental health emergency.

5.6 School administrators must confirm with a parent/guardian that the student will be appropriately supervised upon dismissal from school.

5.6.1 Until appropriate supervision can be verified, the student will remain at school.

5.7 Follow up with the student upon return to school to check in the student's well being, safety and assure that the student is receiving the appropriate support. The parent/guardian may also participate in this transition.

5.8 Mobile Crisis Referral Records

5.8.1 Mobile Crisis referrals resulting from a suicidal statements/behaviors referral in the Counselor Referral System are maintained within the internal system. These records are accessible to authorized personnel only.

5.8.2 All other mental health emergencies that necessitate a Mobile Crisis referral are scanned and emailed to leadcounselors@cmcsc.net.

6.0 ASSOCIATED DOCUMENTS

6.1 (INS-F165) Mobile Crisis Referral Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
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8/11/22		Initial Release
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