

SOCIAL WORK REFERRAL PROCEDURE

(7.05.PRC.1)

At Ogden Preparatory Academy, there are different options to refer students for social work services.

Before making any referral, parent contact shall be made by the teacher.

Elementary Teacher/Staff Referral Process

- **Child Assessment Team (CAT)**
 - Elementary students:
 - Contact Phil Mendelson (pmendelson@ogdenprep.org) to get your student's name on the list for the upcoming CAT meeting.
 - Phil will provide you with paperwork to complete along with examples of adequate documentation to bring to the meeting.
 - If approved by CAT, please complete the social work request form to give background information.
- **Counselor**
 - Contact Angela Lopez (alopez@ogdenprep.org) with concerns about the student.
 - Complete the social work request form to give background information to social workers.
 - Angela L. will contact social workers with the student's name and concerns.

Junior High Teacher/Staff Referral Process

- **Aguilas Behavior Support Team (ABS)/Admin**
 - Contact Shevon Lopez (slopez@ogdenprep.org) or Ari Romero (aromero@ogdenprep.org) with concerns about the student.
 - Complete the social work request form to give background information to social workers.
 - Administration will bring the student up during weekly ABS meetings or send chat directly to social workers with the student's name and concerns.
- **Counselor**
 - Contact Suzy Hinsley (shinsley@ogdenprep.org) with concerns about the student.
 - Complete the social work request form to give background information to social workers.
 - Suzy will contact social workers with the student's name and concerns.

Parent/Student Referral Process

- **Elementary Route**
 - Step 1: Parent or student expresses concern regarding student mental health struggles.

- Step 2: When a parent or student expresses concerns, we need to take them seriously and take immediate action.
 - Person receiving the concern will have the Social Worker or Counselor contact the parent or student.
 - A notification email will be sent to CAT to begin social work services with the student. The team includes the teacher, the parent, another administrator, and any appropriate related service providers. The team will decide if the student should be evaluated immediately, or if they should be referred to the CAT.
- **Jr. High Route**
 - Step 1: Parent or student expresses concern regarding student mental health struggles.
 - Step 2: When a parent or student expresses concerns, we need to take them seriously and take immediate action.
 - Person receiving the concern will have the Social Worker or Counselor contact the parent or student.
 - The Social Worker or Counselor shall have the parent complete the parent questionnaire form.

Social Worker Steps

Once a student is referred to a social worker, they will contact the parents for:

- Consent to provide social work services
- Background information on student
- Parental concerns

Crisis Situation

A student, parent, or teacher approaches one of the social workers or school counselors with immediate concerns that a student is in crisis - the student will be offered services without needing consent or permission from CAT or administration. Crises must be dealt with as soon as possible for the student's safety.

Social Work Support Request Form

https://docs.google.com/forms/d/e/1FAIpQLSeW2PbyDeumPH6uqaj7lh-J0ZnzH_CV8IkIXas1DUnjKKZpfg/viewform?usp=sf_link