

School Crisis Plan: Direct Referral Process (Tier 3)

PURPOSE

This form provides guidance and clarity to teachers and staff about the steps in the Direct Tier 3 Referral process.

DIRECTIONS:

Use this tool to learn more about the steps involved in a Direct Tier 3 Referral. Please reach out to student support staff with any questions about a child who is referred for this level of support.

Important Guidelines:

Students who have any indicator of need related to a crisis do not follow the same qualifiers to receive services. The intent is for the student to receive support as soon as possible. Once the student is “stable,” they can be placed on a monitoring plan. Some students will need to be discussed at a Tier 3 team meeting and others may receive services from student support staff or an outside agency.

There are a few outcomes from referring a student for crisis services:

- Student receives support by a student support staff member
- Student is discussed at the next Tier 3 meeting; student receives support from student support staff in the interim
- Student is referred to an outside agency for mental health, educational and/or family support services

Additional information regarding a Direct Tier 3 referral:

- In every referral, the teacher is given some strategies or recommendations for supporting the student to maintain cohesion and collaboration
- All students are kept track of by student support staff or the Tier 3 team
- Leadership receives ongoing updates for a period determined by the crisis team, Tier 3 team, and/or student support staff, driven by the data and context of each student/family

Direct Referral Process (Tier 3)

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STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<p>Teacher becomes aware that a student is demonstrating a crisis indicator in the following ways:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Visual observation (physical abuse) <input type="checkbox"/> Report from student or caregiver <input type="checkbox"/> Other symptoms 	<p>The teacher talks with the student briefly about what they are noticing and offers to refer them for additional support.</p>	<p>For students who are not in any imminent risk, teacher proceeds to complete the Crisis Plan Direct Referral form and submits to designated student support staff member. <u>For students who are in immediate risk, teacher should follow the school or district mandated reporter protocol.</u></p>	<p>Student support staff member receives referral and makes contact with student that day or within 24 hours.</p>	<p>Student support staff member interviews student to ensure they are not in any immediate danger.</p>
STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
<p>Student support staff member reaches out to caregiver to develop a better understanding of the crisis the student is undergoing and develops a plan to respond (the Caregiver Interview tool can be used). Plan is shared and discussed with caregiver. As appropriate, this plan should be shared with any relevant school staff.</p>	<p>If a Tier 3 meeting is deemed necessary, the teacher will be informed and asked to provide additional data as needed. If not, the student support staff member will make the necessary referral, and the student will be seen either by student support staff or outside agency as needed.</p>	<p>Student support staff keeps track of referral data to inform leadership and crisis team.</p>	<p>Student continues to receive supports and is monitored by either student support staff or Tier 3 team members. Student is monitored every 2-4 weeks. Given the significance of concern, student should be monitored more closely at the onset and then, over time, monitoring and support can be adjusted as deemed appropriate.</p>	<p>If the student case is closed by Tier 3 team, student support staff or outside agency due to progress and achievement of identified goals, student can move to either Tier 2 or Tier 1 levels of service for monitoring and support. The continuation, monitoring, or closing of cases will primarily be decided by student support staff or at a Tier 3 team meeting.</p>