



RESPONSIVE SERVICES

COUNSELING REFERRAL PROCESS

Developed By:
Guidance and Counseling Section,
Missouri Department of Elementary and Secondary Education
In Partnership With:
Missouri Center for Career Education
Missouri School Counselor Association

Missouri Comprehensive Guidance & Counseling Program
Linking School Success with Life

Comprehensive Guidance & Counseling Program

Program Content

- Personal and Social Development
- Academic Development
- Career Development

Program Components

- Guidance Curriculum
- Individual Planning
- Responsive Services
- System Support

Responsive Services Component: Help/Support for Students

The focus of this presentation:

- Procedures for helping/supporting students in order to remove barriers to academic achievement.
- Consultation/Collaboration among those involved in student's life.
- Development/implementation of graduated interventions.
- Referral Process for individual students.

WHEN A CONCERN FOR A STUDENT ARISES...



Identify Area of Concern

Potential issues/areas of concern:

<u>Personal/Social Development</u>	<u>Academic Development</u>	<u>Career Development</u>
<p><i>Examples:</i></p> <ul style="list-style-type: none"> ● Peer Relationships ● Anger ● Attitude ● Motivation 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> ● Grades ● Attendance ● Study Skills ● Educational Planning 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> ● Exploration/Planning ● Post-Secondary Options ● Applications

Staff Intervention Strategies

Graduated Intervention

- Crisis Situations (e.g. suicide, self-harm, abuse): Require immediate response; contact the Professional School Counselor (PSC) ASAP.

- Recurring, chronic challenging behaviors: PSC consults/collaborates with families/school staff to plan home/classroom intervention strategies prior to formal referral. Pre-referral strategies may include:
 - Parent/guardian contact: Home-based strategies
 - PSC/Student/Teacher conference: Classroom- based strategies
 - PSC/Student/Peer dialogue—peer support strategies

Staff Intervention Strategies: Graduated Intervention (Cont'd)

- Classroom/Home/Peer Intervention strategies are implemented and monitored for effectiveness.
- Effectiveness of strategies (student's response) is measured to determine next steps (e.g., continue strategies, modify strategies, formal referral & PSC direct intervention with student).



IF MORE INTENSIVE INTERVENTION
IS REQUIRED...

A formal referral is made to the
Professional School Counselor

A referral may be made by...

- Student (Self)
- Peer
- Teacher
- Parent
- School nurse
- Administrator
- Outside Agencies or
Individuals

Completing the Referral Form

- Area(s) of Concern
- Pre-Referral Intervention Strategies and Student's Response to Intervention
- Reason for Referral
- Student's Strengths/Interests

Completing the Referral Form (cont'd)

Specific Observable Behaviors

- After checking the concern(s), please list specific behaviors that describe the concern(s)
 - Frequency
 - Duration
 - Intensity
- Base descriptions on observable, specific behaviors (fact rather than opinion).

Completing the Referral Form (cont'd)

Parent/Guardian Contact

- ❑ Teachers make contact with parents before making the formal counseling referral
- ❑ Indicate the outcome of the parent/guardian contact

Professional School Counselor's Role in the Referral Process

After a referral is made, the PSC, in collaboration with teachers and/or parents/guardians, develops an action plan that may include:

- Parent/guardian support
- Group counseling
- Individual counseling
- Mandated reporting (hotline)
- School nurse referral
- Referral to outside agency or individual
- Special services referral
- Referral to Administrator
- Other

Professional School Counselor's Role in the Referral Process (Cont.)

The PSC will follow-up with the referring person while maintaining student/family privacy & confidentiality

Confidentiality

- Professional School Counselors are bound by the ASCA Ethical Standards regarding confidentiality
- Information is to be kept confidential unless:
 - Disclosure is necessary to prevent clear and imminent danger OR
 - Legal requirements demand information to be revealed (Example: subpoena)
- The Family Education Rights and Privacy Act (FERPA) dictates that any documented information becomes a part of a student's cumulative record

District Policies

- *[Insert here--any school board policies regarding referral procedures, confidentiality, mandated reporting, referral to an outside source, documentation, suicide, and legal & ethical issues here]*



DATA COLLECTION IS
ESSENTIAL IN THE REFERRAL
PROCESS...

Use of Data

- It is helpful for the PSC to collect data regarding student behaviors
- This is necessary to determine which interventions to use and to assess the effectiveness of interventions used
- Data may be collected from:
 - Any/all referral form(s)
 - Attendance, grades, discipline referrals, cumulative file, nurse visits
 - Specific observable behaviors (checklists, narratives, interviews)
- Data may be used to develop a report to present to stakeholders



QUESTIONS?

Thank you for your time!