## **ROOTS Program Referral Process**

Mental Health Navigator: Rachel Raskiewicz Phone Number: 920-583-3141

Email: rraskiewicz@oakfield.k12.wi.us

Parent/Guardian, Self, or Friend Referral

Individual expresses concern to the School Counselor/Administrator for a student or self who may need school based mental health services.

School Counselor gathers more information and contacts parent/guardian to notify them of the referral being made to the Mental Health Navigator.

Administrator or School Counselor completes a staff referral form and submits it (automatically notifies the Mental Health Navigator).

Mental Health Navigator contacts the parent/guardian to discuss referral into district mental health services.

Mental Health Navigator coordinates a meeting with the parent/guardian and student to complete the paperwork for the student to begin in the program.

Mental Health Navigator will provide the referral paperwork to the therapy provider/agency.

Therapy provider/agency will contact parent/guardian to schedule first/intake appointment. Parent/guardian will be asked to attend the intake appointment with their student.

School District Staff Referral

School Personnel, along with Student Services Team, identify that a student would benefit from school based mental health services.

Administrator or School Counselor completes a staff referral form and submits it (automatically notifies the Mental Health Navigator).

School Counselor contacts parent/quardian to notify them of the referral being made to the Mental Health Navigator.

Mental Health Navigator contacts the parent/guardian to discuss referral into district mental health services.

Mental Health Navigator coordinates a meeting with the parent/quardian and student to complete the paperwork for the student to begin in the program.

Mental Health Navigator will provide the referral paperwork to the therapy provider/agency.

Therapy provider/agency will contact parent/guardian to schedule first/intake appointment. Parent/guardian will be asked to attend the intake appointment with their student.