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Meeting Highlights and Action Plan

Topic	Key Points	Action Items *Including Responsible Party/Timeline if applicable*
Facilitator in charge of scheduling, leading and distribution of minutes for this meeting	• Ken Johnson volunteered for this role. Ken addressed the group and asked for introductions.	
Distribution of handouts	• Agenda for today's meeting, Patient Safety Plan Template, Child Ideation of Suicide Event Steps, Consent for Release of Information	
Regional Effort	• Ken provided information about the Center for Disaster Mental Health (CDMH) and explained how he and some of the EPC and MRC Coordinators in the region's health departments are involved to learn more about mental health and how to integrate it in our preparedness plans and activities.	
Determine Goals	• This group is a sub-committee of the MH TF and has been tasked with working on goal #2 Suicidal Ideation and developing SMART goals to address this issue.	Everyone – bring ideas to next meeting
Referral Process for School-age Children	• The schools call the RHC all the time to get information on a particular student and seek advice about what they should do when the child is at-risk and they can't get the parent to follow through. Because they do not have a signed Release of Information (ROI), the RHC can't help them. In that case, the school needs to make a Children's Services referral .	
	• School personnel would like to see documentation to show the child referred was evaluated and what, if any, is the plan for follow-up. Sue explained if a child is seen in the ED, there is a mental health discharge summary.	

Standard for Information Sharing	- Springfield City Schools (SCS) has a folder that contains their IEP, IET and other reports. The psych folder holds mental/behavioral health files in a separate and confidential area. - If a child is seen through mental health, there is a discharge form. Parents are suspicious of the school system which makes them resistant to disclose information. How do we mitigate that in order to provide wrap-a-round services for these families? - Mental health doesn't even have a system for receiving follow up from the hospital, RHC or any other agency or office. - There is a need to develop a consistent county-wide policy so everyone knows what to expect when there is a school referral. This policy would include an ROI to be signed by the parent/guardian and an alternate plan in the event the parent/guardian declines to release information. We need representation from SRMC-ED. - We need to change the mind-set of the entire community, which includes parents, agencies and schools, to expect this as part of the process. Example: the school refers, the parent signs the ROI, the child is seen by the RHC, MH or ED, communication is sent back to the school.	Everyone – timeline needed

Sample Release of Information Form	• Everyone reviewed the form and made suggestions for changes.	Ken will make changes and bring back to group for next meeting.
Suicide Awareness Policy	• SCS is working on a suicide awareness policy and hoping to find an already developed template that could be implemented count-wide.	David, Mark - SCS
Education for School Staff	• They are also looking into what is available to educate school staff on how to assist parents who have mental health issues. All city and county school districts are supposed to be on the same calendar next year so their education days will all be the same.	David, Mark - SCS with suggestions from MH members
Sources of Strength	Google Sources of Strength before the next meeting.	Everyone

Next Meeting: May, 31, 2016 at 7:30 am in the small conference room of the health district.