



PROCEDURES FOR SCHOOL BOARD APPROVED MENTAL HEALTH AGENCIES TO VISIT A SCHOOL SITE

PURPOSE

The following outlines the proper procedures to follow upon accessing a client (student) for counseling, case management, behavioral analysis, or accessing school-based staff for information regarding a client (student).

RESPONSIBILITY

All Brevard Public School Board approved mental health/case management/behavioral analysis agencies that access students on school sites for the purpose of providing services must train personnel in the compliance with this policy.

PROCEDURES

- All agency personnel seeking student contact or records must have a Jessica Lunsford badge issued through the state of Florida. It must have the seal of Florida and be within the 5year validation period. All agency personnel names will be found on the BPS, Student Service badge list. Each agency is responsible for contacting the Student Service Department, SEDNET Project Manager, with their personnel name and expiration date to be included on this badge list. **Agency personnel whose name is not found on the badge list will not be able to provide services** Send to Paula Ferrell via email or by mail to: ESF, Pod 4, 2700 Judge Fran Jamieson Way, Viera, Florida 32940.
- When visiting a school site, agency personnel must display the proper identification and/or credentials at all times. **A current driver's license must be scanned upon entering and signing into the school.**
- Personnel must have documentation from the parent/guardian of informed consent or other official proof of right to access student or student record. Access will be denied without this documentation. Copies of this documentation may be placed in the students file if a series of sessions will be conducted.
- Agency personnel must follow school board rules and regulations at all times while on the school property.
- Agency personnel must call the school prior to visitation, verify that their name is on the badge list and schedule a time that will have minimal disruptions to the academic day and is approved by the school principal.