

SCCC Policies for School Based Counseling

The Southern California Counseling Center is contracted with Healthy Start, a division of California Department of Education, to provide mental health services to students whose families do not have medical insurance. Our counseling services are provided to students at no cost. Additionally, if the family of a student would like counseling services, they can also be seen at no cost, provided they are seen by the same counselor.

Intake

There is a school intake, different from the one we use at SCCC. This intake is available on the website in the password protected area under "school program". With high school students, you can use SCCC's intake if it seems more appropriate. Keep the intake in your file.

Assessment

There are pre- and post- counseling assessment forms that should be filled out by every student client, 3th grade and up, that you see. **This assessment is vital to the school program as it is needed for funding the program.** Assessment forms are available on the website in the password protected area under "school program". When you begin with a client, have your client fill out the pre-counseling assessment form and then put the form in my box. When you end with a client, have them fill out the post assessment form and put the form in my box. Even if your client leaves before the end of the year, it is still important to have them fill out the form. Please put their initials and the school name on the top of the form.

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

The protocol for reporting child abuse is different in the schools than at SCCC. Although it may vary slightly from school to school, the general idea is that it is best to make a child abuse report with as much confidentiality as possible. That is, they do not want a family notified when a child abuse report is made. Further, some school administrators do not want the reporter to tell anyone at the school (child's teacher, the principal). This policy is put in place to protect the school, the reporter and possibly the child from possible repercussions from the perpetrator. The school of course does inform families prior to treatment about the mandated reporting rules.

Because of the wishes of the school, SCCC's School-Based Program takes the position that when working with a child in the school setting, we will follow school policy. However, if you believe an exception should be made and you wish to include a caregiver or family in the reporting process or let them know a report has been made, consult with your Healthy Start Coordinator and your family supervisor. Also, feel free to consult with Alyssa to clarify school policy. In the event that you are working with a school-based child's family at SCCC, you are free to use SCCC guidelines. You may contact and involve the family as you and your supervisors see fit. In any particular school, coordinate with your Healthy Start Coordinator or other contact person to clarify procedure.

FORMS FOR 1st MEETING WITH STUDENTS

There is a packet of papers to put together for your first meeting with your student. This includes:

- An SCCC postcard
- an SCCC business card with your name and extension # on the back, one for student and another for the parent to have
- a school intake form
- a pre-counseling assessment form
- Informed consent form
- Confidentiality agreement

Family Counseling

If a counselor is seeing a student at school and also seeing the student and his/her family at the Center, there is no cost to the family. However, if the family is seen by a different counselor at the Center, there will be a charge for services. An exception will be considered when a counselor and school client believe that it is not appropriate for the child's counselor to do the family counseling. If you find yourself in this situation, please talk to Alyssa Mass to discuss options. Further, if a family member of a student would like individual counseling or the parents would like couples counseling, there will also be a fee.

Student Files

Student files are kept at the Center and should be filed in the drawer with your other clients. Students will receive a client number (like those clients seen at the Center). The sessions will be tracked in the system according to what you put on your Monthly Client Profile.

Seeing Students during the Summer

When the school year ends and you wish to continue seeing your child client at the Center over the summer, that child becomes a regular Center client. It can be noted in the system that the child comes from the School-based Program and is not charged a fee. If you do not yet have a signed Confidentiality Statement, you should get that signed by a parent. If a family wishes to come in over the summer, they become a regular family client and should be assigned a fee on a sliding scale.

SCCC PASSWORD PROTECTED WEBSITE LOG IN

User name: scccuser

Password: 41&all@sccc