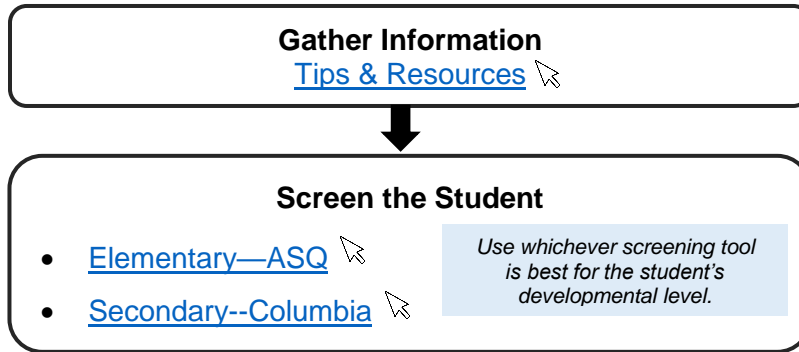


Broken Arrow Public Schools
Threat to Self
Screening & Assessment Process



Risk Assessment NEEDED

Notify Administration

Begin Filling Out Referral for Assessment Form

Check Availability for School-Based Assessment

- Ask Site-Based Daybreak or F&CS Therapist
- Contact On-Call Therapist (see shaded box @ bottom)

Contact Parent / Guardian

- Share concerns & need for assessment
- Discuss options for assessment
- Request parent/guardian come to the school

Confirm with School-Based Therapist (if applicable)

Meet with Parent / Guardian

- Review referral form & obtain consent
- Introduce school-based therapist & provide space
- Assist w/ making appointment w/ other provider
- Explain steps for student's return to school

Keep Copies of Paperwork in Confidential File

NO Risk Assessment Needed

Notify Administration

Complete Safety Plan with Student

Contact Parent / Guardian

- Share concerns
- Discuss Safety Plan
- Refer for follow-up services if needed

Keep Copies of Paperwork in Confidential File

Return to School

Meet w/ Parent / Guardian

- Review results of assessment
- Request parent/guardian stay for mtng w/ student

Complete Safety Plan with Student

If returning from inpatient, complete Re-entry Plan

Keep Copies of Paperwork in Confidential File

On-Call Therapist Contact Info
12:00PM – 4:00PM

Jasmine Montoya – Daybreak
Office Phone: **918-259-4490**
Cell Phone: **918-946-0425**
Email: jmontoya@baschools.org
Office Site: Vandever Elementary

Resources

[Sample Follow-Up Email for Parents](#)

[Notification of Threat to Self or Others](#)