



# PORTLAND PUBLIC SCHOOLS

Student Services  
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TO: Administrators, Student Management Specialists, Counselors, School Psychologists  
 FROM: Monica Parmley, PPS Mental Health Coordinator  
 SUBJECT: Mental Health Referral Process/Accessing Mental Health Services for Students

- Packet includes updated instructions and forms that will enable you to connect students to mental health services. These forms should replace any previous mental health referral forms. The Mental Health Services Request form (formerly known as the Mental Health Referral Form) may be completed online or in paper form.
- Forms may be found on the Student Services website: <http://www.pps.k12.or.us/departments/student-services/384.htm>

Document	Intended Audience	Purpose
Mental Health Services Brochure	<ul style="list-style-type: none"> <li>• All school staff</li> </ul>	<ul style="list-style-type: none"> <li>• Lists possible warning signs of mental health concerns.</li> <li>• Explains the action to be taken when staff is concerned about a student who may have social, emotional, and/or behavioral issues.</li> </ul>
School-Based Mental Health Referral Factors	<ul style="list-style-type: none"> <li>• Staff responsible for making mental health referrals.</li> </ul>	<ul style="list-style-type: none"> <li>• Lists criteria for referring students to Multnomah County School-Based mental health clinicians, Oregon Health Plan (OHP) providers or Masters in Social Work Interns (where applicable).</li> </ul>
Mental Health Provider Site List	<ul style="list-style-type: none"> <li>• Staff responsible for connecting families to mental health services</li> </ul>	<ul style="list-style-type: none"> <li>• Provides a list of schools with onsite mental health services.</li> <li>• In some cases, students from other schools may be able to access these services. Inquiries should come to Monica Parmley.</li> </ul>
Crisis or High –Risk Behavior Flowchart	<ul style="list-style-type: none"> <li>• Administrators and Counselors</li> </ul>	<ul style="list-style-type: none"> <li>• Outlines the steps to take when there is a mental health crisis or if a student is demonstrating high-risk behaviors.</li> </ul>
Mental Health Services Flowchart (for non-urgent student needs)	<ul style="list-style-type: none"> <li>• Administrators and Counselors</li> </ul>	<ul style="list-style-type: none"> <li>• Outlines the steps to take when a student is demonstrating low- to medium-risk behaviors and may need ongoing mental health services.</li> </ul>
Permission to Release or Exchange Information (ROI)	<ul style="list-style-type: none"> <li>• Person making mental health referral</li> </ul>	<ul style="list-style-type: none"> <li>• Necessary link between PPS and mental health providers/other agencies (such as pediatrician or therapist) providing mental health services.</li> <li>• Without the ROI, school support team members <b>may</b> confer with onsite Mental Health Consultants regarding a student for the purpose of developing a plan that will enable academic gain and promote safety for the student and the school.</li> <li>• If/when a mental health professional provides a service (i.e. mental health assessment), an ROI <b>must be</b> obtained from the parent/guardian in order for that professional to share information with school staff.</li> <li>• If the school engages the Multnomah Crisis Line and staff from Project Respond or Crisis Prevention Outreach (CPO) come to the school, an ROI must be completed in order to have access to their treatment recommendations.</li> </ul>

If you have any questions regarding these procedures or students with mental health concerns please call Monica Parmley, PPS Mental Health Coordinator, at 503.916.2000 x71007 or [mparmley@pps.net](mailto:mparmley@pps.net).  
<http://www.pps.k12.or.us/departments/student-services/384.htm>