



The School Board of Brevard County, Florida

**FREQUENTLY ASKED QUESTIONS: SUICIDE RISK INQUIRY (SRI) PROCEDURE**

Question	Response
1. Who are the Suicide Risk Inquiry (SRI) Consultants and contact information?	<i>School Psychologist – 890-8728 Phyllis Irvine, School Psychologist – 987-5514</i>
2. When a student is at Serious Risk, but not needing involuntary commitment, is it required that the parents still take the student home to a mental health facility on that day?	<ul style="list-style-type: none"> <li data-bbox="871 488 1915 695"><i>a. After collaborating with your team (e.g., SRI consultant, school psychologist, and/or social worker) provide the parent/legal guardian with the Parent Release Letter with team recommendations. For example, provide and review with the parent the “Resources” page found on the Suicide Risk Inquires (SRI) Procedures link. Provide options to the parent/legal guardian. For example, make an appointment with an established provider, or seek further evaluation at a Crisis Stabilization Unit (CSU).</i></li> <li data-bbox="871 695 1915 792"><i>b. If you are unable to contact the parent/legal guardian, exhaust all numbers on the contact list. If you are unable to reach anyone, then proceed to problem solve with your school-based team or SRI consultants.</i></li> <li data-bbox="871 792 1915 857"><i>c. If parent transports the student to a CSU, a re-entry plan will need to be completed on the student’s return back to the school.</i></li> </ul>
3. If the student is taken by the School Resource Officer (SRO), who will notify the parent and when?	<i>It is recommended that the professional who initiated the SRI notifies the parent once the SRO is transporting the student.</i>
4. Is it an option to allow the parents to drive the student to the facility/hospital instead of the SRO?	<i>No. The SRO/police agency will transport the student.</i>
5. What is the procedure for interaction with the SRO and district policy for SRIs?	<i>Per the SRI Flowchart, if the student is At Serious Risk of self-harm, the school counselor (1) consults with school psychologist/SRI consultant, school-based or district social worker, (2) notifies administration, and (3) notifies the SRO or local law enforcement agency immediately if the situation indicates the need for an involuntary commitment.</i>



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<p>6. Order of Consultant Calls?            1) Social Worker 2) School Psychologist, and            3) SRI Consultant?</p>	<p><i>If a Licensed Clinical Social Worker (LCSW) is assigned to your school and available, please consult with that school-based professional. If there is no LCSW, consult with your assigned school psychologist if immediately available or via their provided SRI cell phone number. However, if your assigned school psychologist is unavailable, please immediately contact the on-call SRI consultants on their SRI cell phones at the following numbers below. The on-call SRI consultants will respond to the request in a timely fashion to conduct further evaluation. In the event the on-call SRI consultants are unavailable, the school counselor or social worker should contact Ramona Beyer at the Psychological Services Office to request assistance at 868-6670, extension 202 or Dr. Paula Lewis at 223-0691.            SRI Consultants Contact Information: Paul Boissonneault, School Psychologist – 890-8728            Phyllis Irvine, School Psychologist – 987-5514</i></p>
<p>7. On the Praxis Test: In the event of crisis, safety is to be secured before the parent is contacted. Do we follow this?</p>	<p><i>Absolutely!</i></p>
<p>8. When is a re-entry form completed, only after a Baker Act?</p>	<p><i>The Student Re-Entry/Safeguards Plan can be completed for any student. Refer to the SRI Flowchart.</i></p>
<p>9. Is it okay to read the Mood and Feeling Questionnaire (MFQ) to all primary students?</p>	<p><i>It is acceptable to read the MFQ to students. It is acceptable to utilize as a semi-structured interview.</i></p>
<p>10. Also, yellow folders, one for each student? Where to keep – guidance office or cumulative file?</p>	<p><i>Please refer to the “Transfer of Mental Health Records” LTP memo dated 9/23/19.</i></p>



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<p>11a. Regarding the orange box of the SRI Procedures: The SRO would only be contacted if the consultation between the school counselor and the school psychologists determined Baker Act may be appropriate, correct?</p> <p>11b. Otherwise, parent is contacted and release letter is provided? Unclear when release letter would be provided.</p> <p>11c. As it seems, according to this procedure, we would involve SRO for Baker Act if we thought that was necessary.</p>	<p><i>Yes.</i></p> <p><i>Yes, the Release Letter is provided whenever we release the student to the parent/legal guardian.</i></p> <p><i>Yes.</i></p>
<p>12. What do we do with the “Involuntary Examination Process” brochure that is included in the packet?</p>	<p><i>The “Involuntary Examination Process” brochure can be given to the parent/legal guardian if the student is determined to require a Baker Act to provide the parent/legal guardian with information regarding the process. It can also be used as an informational tool for a parent/legal guardian at any point in the process.</i></p>
<p>13. Do I record information on the Form 5 if I am required to provide counseling per a student’s Individualized Education Plan (IEP)?</p>	<p><i>No, documentation on the IEP is sufficient.</i></p>
<p>14. How to capture school-wide/grade level wide Social Emotional Learning (SEL) events/classes/learning opportunities. Do we utilize form 5? Different form?</p>	<p><i>No. Tier 1 activities (school wide/grade level/entire class) do not require documentation on Form 5.</i></p>



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<p>15a. My school has a Licensed Mental Health Counselor (LMHC) who is a BPS employee serving in an ESE role in an EBD unit full-time (works with students 6.5 hours a day). She knows these kids VERY well, their families, and their history. So, can she complete the SRI for these kids only?</p> <p>15b. Can she complete the SRI for any other student in our schools?</p> <p>15c. Who enters the data into AS400 as stated on the bottom of Form 5? If school counselors, how?</p> <p>15d. For a charter school – 1. Do we use the yellow folders? 2. Do we scan and email Form 5?</p>	<p><i>Yes, if they have received Suicide Risk Inquiry (SRI) training from Brevard Public Schools.</i></p> <p><i>Yes, if the Certified School Counselor is unavailable.</i></p> <p><i>Currently the data is being entered at the District-level.</i></p> <p><i>If your Charter School is adopting the BPS procedures, yes you should use the yellow folders as well as scan and email Form 5.</i></p>
<p>16. Is there a way to ensure confidentiality of all forms being sent? Can we password protect documents to also ensure Health Insurance Portability and Accountability Act (HIPAA) compliance?</p>	<p><i>All documents are sent via a secure server to a limited number of recipients to <a href="mailto:studentservicesintake@brevardschools.org">studentservicesintake@brevardschools.org</a></i></p>
<p>17. What is the procedure for rolling up this information to a new school?</p>	<p><i>Please refer to the “Transfer of Mental Health Records” LTP memo dated 9/23/19.</i></p>
<p>18. Could we have a protocol and official forms for students who threaten violence toward others/schools/parents? Comment: Perhaps an Outward Risk Inventory for Violence instead of Inward Violence?</p>	<p><i>This is addressed through the Threat Assessment Team (TAT) procedures, not SRI procedures.</i></p>



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19. Will the SRIs sent via email be acknowledged?	<i>Yes.</i>
20. What if counselor or school psychologist isn't available? Nobody available is a big topic.	<i>Contact the SRI consultants.</i>
21. Turnaround time on forms?	<i>As soon as possible.</i>
22. A student is at Serious Risk (scored above 15) and has taken the Columbia-Suicide Severity Rating Scale (CSSRS) and suicidal. If the student wants to go to a Crisis Stabilization Unit (CSU) (e.g., Circles of Care, Palm Point, etc.) and the SRO cannot Baker Act because on his documentation it says it must be "Involuntary" and he can't transport, what do we do then?	<i>Encourage the parent/legal guardian to take the student for further evaluation at a Crisis Stabilization Unit (CSU).</i>
23. Suggestions on teacher communication when student is integrated back to school? Confidentiality?	<ol style="list-style-type: none"> <li data-bbox="871 976 1795 1003">1. <i>The teacher should be told if the student is at significant risk for self-harm.</i></li> <li data-bbox="871 1008 1906 1068">2. <i>Inform the teacher of signs and symptoms to look for to ensure the safety of the student.</i></li> <li data-bbox="871 1073 1906 1133">3. <i>Inform the teacher of what to do if the student is exhibiting signs and symptoms of distress.</i></li> <li data-bbox="871 1138 1906 1198">4. <i>If a re-entry/safeguard plan was developed and implemented, the teacher should be aware of the plan of action (e.g., make-up work, special passes, etc.).</i></li> </ol>
24. Regarding "Take Stock" – Jump program/mentoring programs, do these students need a Form 5?	<i>If this is the only service provided to the student, "no". However, if mental health services or mental health intervention is in place, please feel free to add these additional services to the Form 5.</i>
25. Storing mental health paperwork. Where how long to keep it?	<i>Please refer to the "Transfer of Mental Health Records" LTP memo dated 9/23/19.</i>



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26. Who gets a copy of the Re-Entry/Safeguards Plan (if coming back from CSU)?	<i>Meeting participants who are responsible for implementing the plan.</i>
27. Is the sent email to the conference email part of the public records law?	<i>Yes.</i>
28. What if the SRO and/or administration walk-in, or demand to be present during SRIs?	<i>Encourage the SRO and/or administration to allow you to complete the SRI process as indicated on the SRI Flowchart.</i>
29. Has the role of the SRO changed in the sequence of SRI? Baker Act?	<i>No. Please refer to the SRI Flowchart.</i>
30. When a parent turns in a doctor's note from a Crisis Stabilization Unit (CSU), should attendance notify the school counselors to do a re-entry or just wait for parent to tell the school counselor directly?	<i>Call the parent and inform them of the receipt of the doctor's note. Then offer a re-entry/safeguards planning meeting to be scheduled with the parent and school-based student services team.</i>
31. Is the PowerPoint/Video Voiceover accessible to us for review?	<i>Yes. Please access this presentation at the link below.</i>  <a href="https://bit.ly/2MWC135">https://bit.ly/2MWC135</a>
32. Should a student attend the re-entry planning/safeguards meeting?	<i>If a student is capable of contributing to their safety plan (i.e., Safeguards Plan) and if the parent is comfortable with the student attending the meeting. However, if the student is not attending this meeting, please review the plan generated with the student as soon as possible.</i>