

# Multnomah County School Transition Protocol

This protocol packet was created by a multidisciplinary team composed of representatives from schools, County Mental Health, Child Welfare, Juvenile Justice, Multnomah Education Service District and providers acting at the direction of the Memorandum of Understanding (MOU) Operations Team.

The purpose of the protocol is to ensure the transfer of information needed for successful school placement of children with a significant mental health history that has impacted school behavior and/or performance; children exiting secure child and adolescent inpatient (SCIP/SAIP), psychiatric day, or residential programs; the Juvenile Justice system; Behavioral Rehabilitation Services; or anticipating a change in school districts or a move to a program outside the district they currently attend. This protocol applies to the exchange of information between the facility and/or care coordinator and the designated school district.

The process for completing the protocols is anticipated as part of the planned discharge process and will begin as early as 4-6 weeks prior to transition. In the event that a discharge is sudden, or the placement and consequently district isn't known until discharge, the protocols will still be completed to assist the receiving school district in making the best school placement possible.

## **AGREEMENTS**

1. All parties to the protocols will observe legal mandates regarding sharing, storing and transferring the information covered by the protocols.
2. All releases will be signed prior to sharing the information covered by the protocols.
3. Only that information relevant to successful school and community placement will be transferred.
4. Behaviors noted within the last year are most relevant.
5. The discharging facilities will gather and facilitate the sharing of the information referenced in the protocols.
6. If youth has a Wraparound or ICC coordinator she/he will be responsible for ensuring that the protocol is used and information is gathered and shared with appropriate parties.
7. The information will be directly routed through the receiving school district's placement coordinator.
8. Advocates and case managers will assist in ensuring that the information is available to the receiving school before or, at the latest, when a student arrives for registration or services.
9. The school districts will designate placement coordinators to work with school staff, the student and family to ensure timely placement.
10. The school districts will outline and share the procedure for enrollment and delivery of services with all involved parties.

## **STRENGTH-BASED PRACTICES**

1. All parties to the protocols agree that children and their families are entitled to strength-based practices which:
  - a. Emphasize people's self-determination and strengths
  - b. View clients as resourceful and resilient in the face of adversity
  - c. Are client-led, with a focus on future outcomes and strengths that people bring to a problem or crisis
2. Information shared between releasing facility and the receiving school district will include the child's strengths, assets, and family and community supports.

**MOU MISSION STATEMENT:** To design, implement, monitor, evaluate, and sustain an aligned service delivery model for a comprehensive and family centered system of care for children; to foster communication; to establish trust; and to empower change agents.

## **ACRONYMS**

**A&E:** Multnomah Assessment and Evaluation (A&E)

**BRS:** Behavioral Rehabilitation Services

**DELH:** Donald E Long Home (detention)

**ICTS/Level D HBS:** Intensive Community Based Treatment Services/ Level D Home Based Stabilization

**IEP:** Individualized Education Plan

**LRE:** Least Restrictive Environment

**PDTS:** Psychiatric Day Treatment Services

**PEP:** Personalized Education Plan

**PRTS:** Psychiatric Residential Treatment Services

**RAD:** Residential Addiction Treatment

**SAIP:** Secure Inpatient for Adolescents

**SCIP:** Secure Inpatient for Children

Most current forms found at: [www.multco.us/mhas/mental-health](http://www.multco.us/mhas/mental-health)

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## Discharge Information Cover Sheet

Student's Legal Name: \_\_\_\_\_

Student ESIS Number: \_\_\_\_\_

DOB: \_\_\_\_\_

Grade: \_\_\_\_\_

**Special Ed.?** YES or NO

**Sec. 504?** YES or NO

**General Education?** YES or NO

**Are IEP/Eligibility and/or PEP Current?** YES or NO (Attach copies of IEP/PEP and eligibility paperwork)

School Site & LRE before admission to current facility or prior placement: \_\_\_\_\_

Anticipated discharge date from current facility: \_\_\_\_\_

Plan for continuing care?

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Living Situation (home, foster, etc.): \_\_\_\_\_

Parent/guardian name, address, and phone number: \_\_\_\_\_

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Outpatient treatment team name, agency, address, phone numbers:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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### BEHAVIOR CHECKLIST

This form contains personal health information and is protected by CFR 160.103 *et. seq.*

To be used as a prompt for information sharing in discharge planning where all required releases are in place.

Student's Legal Name: \_\_\_\_\_

STRENGTHS	COMMENTS
Family	
Friendships	
Social skills ➤ Listening ➤ Caring about others ➤ Communication	
Problem-solving skills	
Academic strengths	
Involvement in Sports	
Involvement in Hobbies	
Involvement in Arts (music, dance, performing arts)	
Working or playing with computers	
Involvement in faith community	

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### Critical Information for School Placement Checklist

Student's Legal Name: \_\_\_\_\_

This checklist should be completed by the residential therapist and DELH teacher/facility education provider

Type	Information	Provided By	Date Provided
<b>Demographic Information</b>	<input type="checkbox"/> Discharge Information Cover Sheet <input type="checkbox"/> Releases of Information	Provider with updates	<input type="checkbox"/> _____ <input type="checkbox"/> _____
<b>Student Safety Information</b>	<input type="checkbox"/> Behavioral Checklist (attached) <input type="checkbox"/> Crisis and Safety Plan (if needed) <input type="checkbox"/> Parole and Probation safety plan (if needed)	Provider with updates Mental Health Provider Probation/Parole Officer DELH Teacher	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<b>Physical/Mental Health</b>	<input type="checkbox"/> Medication/medical management <input type="checkbox"/> Health Conditions and allergies <input type="checkbox"/> Needs <ul style="list-style-type: none"> <li><input type="checkbox"/> Emotional regulation</li> <li><input type="checkbox"/> Continuing outpatient treatment provider</li> </ul> <input type="checkbox"/> Treatment goals and status completion	Provider	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<b>Education</b>	<input type="checkbox"/> IEP from Facility (attach form) <input type="checkbox"/> Eligibility (attach form) <input type="checkbox"/> Withdrawal form/transcript (attach forms) <input type="checkbox"/> 504 Plan/PEP (attach form)	Facility Educational Provider	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

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SCHOOL DISTRICT PLACEMENT CONTACT LIST  
JANUARY 2017

**Unless otherwise noted, contact the Student Service Directors in summer months**

**Centennial**

**Main number** [503.760.7990](tel:503.760.7990)

Director of Student Services: Lori Silverman  
Patrick O'Brien

[503.762.3630](tel:503.762.3630)  
[503.762.3700](tel:503.762.3700)

[lori\\_silverman@csd28j.org](mailto:lori_silverman@csd28j.org)  
[patrick\\_obrien@csd28j.org](mailto:patrick_obrien@csd28j.org)

**Corbett**

**Main number** [503.261.4226](tel:503.261.4226)

Director of Student Services: Dee Dee Hanes

[503.261.4245](tel:503.261.4245)

[dhanes@corbett.k12.or.us](mailto:dhanes@corbett.k12.or.us)

**David Douglas**

**Main number:** [503.252.2900](tel:503.252.2900)

Director of Student Services: Barbara Kienle;

[503.261.8209](tel:503.261.8209)

[barbara\\_kienle@ddsd40.org](mailto:barbara_kienle@ddsd40.org)

Sandy Jackman:

[503.256.6549](tel:503.256.6549)

[sandy\\_jackman@ddsd40.org](mailto:sandy_jackman@ddsd40.org)

Erin Garvin:

[503.256.6500](tel:503.256.6500)

[erin\\_garvin@ddsd40.org](mailto:erin_garvin@ddsd40.org)

Ed Knowles:

[503.256.6549](tel:503.256.6549)

[ed\\_knowles@ddsd40.org](mailto:ed_knowles@ddsd40.org)

**Gresham-Barlow**

**Main number** [503.261.4550](tel:503.261.4550)

Exec. Dir. of Student Services: John Koch

[503.261.4651](tel:503.261.4651)

[koch@gresham.k12.or.us](mailto:koch@gresham.k12.or.us)

Intake: [503.261.4650](tel:503.261.4650)

Shelley Nurre, Structured Skills Center, Early Childhood

[nurre@gresham.k12.or.us](mailto:nurre@gresham.k12.or.us)

James Charles, High Schools

[charles8@gresham.k12.or.us](mailto:charles8@gresham.k12.or.us)

Stephanie McMillan, Middle Schools

[mcmillan4@gresham.k12.or.us](mailto:mcmillan4@gresham.k12.or.us)

Donna Ravenberg, Elementary Schools

[ravenberg@gresham.k12.or.us](mailto:ravenberg@gresham.k12.or.us)

**Parkrose**

**Main number** [503.408.2100](tel:503.408.2100)

Dir. of Student Services: Kathy Keim-Robinson [503.408.2118](tel:503.408.2118)

[kathy\\_keimrob@parkrose.k12.or.us](mailto:kathy_keimrob@parkrose.k12.or.us)

**Portland Public Schools (PPS)**

**Main number** [503.916.2000](tel:503.916.2000)

**For students with an IEP**

During the school year: Special Education Placement Coordinator/Peggy Van Duyne [503.916.3075](tel:503.916.3075)

During the summer: Special Education [503.916.3152](tel:503.916.3152)

**For general education students without an IEP**

During the school year: Student Services/Amy Ruona [503.916.3349](tel:503.916.3349) or [503.916.5460](tel:503.916.5460)

During the summer: Student Services [503.916.5460](tel:503.916.5460)

Student Services [503.916.5460](tel:503.916.5460)

Special Education [503.916.3297](tel:503.916.3297)

**Reynolds**

**Main number** [503.661.7200](tel:503.661.7200)

Director of Student Services: Michelle Murer

[503.661.7200](tel:503.661.7200)

[mmurer@rsd7.net](mailto:mmurer@rsd7.net)

Deb Miller, Student Svcs. Prog. Administrator

[503.661.7200 x3216](tel:503.661.7200_x3216)

[dgmiller@rsd7.net](mailto:dgmiller@rsd7.net)

**Riverdale**

**Main number:** [503.262.4840](tel:503.262.4840)

Special Education Director. Sue Jonson

[503.262.4842](tel:503.262.4842)

[sjonson@riverdale.k12.or.us](mailto:sjonson@riverdale.k12.or.us)

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**Treatment Provider****Contact Phone**

Albertina Kerr ICTS	<a href="tel:503.408.4704">503.408.4704</a>	
Albertina Kerr Subacute	<a href="tel:503.239.8101">503.239.8101</a>	
Cascadia	<a href="tel:503.238.0705">503.238.0705</a>	
DePaul Youth A&D Residential Treatment	<a href="tel:503.535.1151">503.535.1151</a>	
Lifeworks Nickerson Day Tx	<a href="tel:503.849.4333">503.849.4333</a>	Nickerson – <a href="tel:503.282.3296">503.282.3296 x6821</a> Tigard Day TX <a href="tel:503.684.1424">503.684.1424</a>
Lifeworks ICTS	<a href="tel:503.442.5319">503.442.5319</a>	
Lifeworks White Shield	<a href="tel:503.317.1744">503.317.1744</a>	
Morrison Hand in Hand Day Tx	<a href="tel:503.258.4359">503.258.4359</a>	<a href="tel:503.736.6514">503.736.6514</a>
Options	<a href="tel:503.504.0907">503.504.0907</a>	
Serendipity Therapeutic School	<a href="tel:503.595.2765">503.595.2765</a>	
Trillium ICTS & OP	<a href="tel:503.813.7769">503.813.7769</a>	or <a href="tel:503.813.7760">503.813.7760</a>
Trillium Res & Day Tx: Metro	<a href="tel:503.205.0196">503.205.0196</a>	Parry Center <a href="tel:503.234.9591">503.234.9591</a> / day tx <a href="tel:503.963.4920">503.963.4920</a>
Trillium Children's Farm Home	<a href="tel:541.758.5903">541.758.5903</a>	Farm Home reception <a href="tel:541.757.1852">541.757.1852</a> Farm Home school program reception <a href="tel:541.757.5965">541.757.5965</a>
Catholic Community Services	<a href="tel:503.943.4993">503.943.4993</a>	

**BRS Providers**

Albertina Kerr	<a href="tel:503.445.0751">503.445.0751</a>
Morrison Child and Family Services	<a href="tel:503.736.6510">503.736.6510</a>
St Mary's Home for Boys	<a href="tel:503.259.3111">503.259.3111</a>
White Shield Center	<a href="tel:503.731.3970">503.731.3970</a>
Multnomah Assessment and Evaluation (A&E)	<a href="tel:503.988.6710">503.988.6710</a>
OYA	<a href="tel:503.731.4891">503.731.4891</a>
SAGE	<a href="tel:503.258.4696">503.258.4696</a>

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