

Building a Mental Health Network: A Checklist for School District Leaders

Establishing strong, professional connections with local mental health providers is a critical step toward improving how your district supports students, staff, and families in crisis. By proactively learning about regional resources, admission criteria, and care options, district leaders can ensure timely and appropriate referrals, enhance staff preparedness, and foster a school culture that prioritizes mental wellness.

The following checklist serves as a practical guide to help your district create a robust network of mental health partnerships.

What services are available in your local community?

- Adolescent Services
- Sexual Assault
- Addiction & Substance
- Eating Disorders
- Impulse Behavior
- Anger Management
- Family Counseling
- Inpatient Treatment
- Outpatient Treatment

Do I understand insurance requirements?

- Do the facilities require Medicaid/Medicare?
- Have I documented accepted insurance plans?
- Are out-of-pocket payment options or financial assistance programs available?

Do I know the admission criteria?

- Do inpatient vs outpatient have different criteria?
- Do I understand behavioral or emotional indicators aligned with admission standards?
- Have I gathered sample intake screening tools or questions used by the facilities?

Do I understand the admission processes?

- Do I know where individuals go for assessment or intake?
- Do I know the required paperwork, documentation, and ID needed?
- Do I have a “what to bring” and “what not to bring” list for families?
- Do I understand medication rules, clothing guidelines, and visiting protocols?