Things to Consider When Providing Mental Health Supports On-line:

● Informed Consent
  - Informed consent is not required when meeting with our students as social work services falls within the category of school-related services. However, if you are going to be meeting with a student on a consistent basis, it is highly encouraged to written permission to provide Telemental health services. Note: Any contact could quickly turn into a “counseling session”.
  
  - Parents who can’t sign, scan and return should date it and send it back to you by email. Keep documentation/email.
  
  - Be sure to ask for emergency address or updated address and phone numbers [which may be different than the address/phone number of record] but can be used in case if an emergency.

● General Guidelines
  - Set and work during normal work hours unless absolutely necessary.
  
  - Let your students and parents know your work hours.
  
  - Be sure to care for yourself.
  
  - DO NOT use your personal email or cell phone number.
  
  - DO NOT use social media to contact students/parents. i.e. Facebook, Snap chat, Instagram, etc.
  
  - Use district communication system: Google Voice, Google phone, Google Hangout. (Check YouTube for videos on how to use.)
  
  - If using ZOOM: Be aware of Zoombombing. Be sure to have passwords set up for each session.
  
  - If you have to use your phone, hit *67 before dialing to hide your number.
  
  - Use your district email address.
  
  - Use district’s student information to contact students or parents.
  
  - Assess what you can ask your district/Admin to do in order to do your job.
• Assess Media Options for Students & Parents
  - Do you have high-speed internet access at home?
  - What devices do you have at home?
  - Does your child spend significant time in another home or away from home?
  - Is someone available to help your child online?

• Presenting Sessions
  - Practice using your virtual systems with colleagues before using with students/parents to work out any kinks.
  - Always dress professionally when doing sessions.
  - Empower students to help determine time and means of communication.
  - Use Google Calendar to set times with older students.
  - Set boundaries with students, groups and parents just as you would if in person.
  - **DO NOT RECORD ANY OF YOUR CONTACTS or SESSIONS** (Any recordings would create an educational record subject to FERPA.)
    - Turn off recording option for students on your platform.
    - Set this boundary and expectation with your students and parents just as we try to maintain in our in-person groups or sessions.
    - Build norms with youth that they can’t/shouldn’t do other kinds of phone recordings/screen shots that is a virtual violation of confidentiality and privacy.
    - “I would like you to make me a promise that you will not record this or take pictures of this session”.
    - Note: Ultimately, “You cannot be responsible for what your students do. You can only control what you can control.”
  - Always use an agenda when talking to someone. (Provides structure for you and your students/parents as well as documentation of services.)
    - Keep agendas and notes as documentation.
  - Always first assess how students and their families are doing before moving into any agenda.
  - Encourage students to have a routine/schedule/place to do school-work.
- Crisis Planning
  - Reach out to local hospitals to find out which hospitals are doing suicidal assessments remotely.
  - Determine your network of school and community contacts for possible wellness checks.
  - Determine a network of mental health providers offering remote therapy/assessment.
  - Follow the Suicidal and Homicidal Ideation Plans for your school.
  - Keep a PDF copy of the Resource Guide on your computer to send to parents/caregivers who need additional resources.