



Appendix G: Handle With Care Monitoring Sheet for School Counselors

School Counselor Name: _____ Cycle Start Date: _____ Cycle End Date: _____

Part 1. HWC Referral Documentation

Instructions: Input data for the school counseling referrals you received for each student identified for HWC support during this cycle.¹ Each row corresponds to one referral; input information for students who receive multiple referrals in this cycle in multiple rows. Please adhere to the district and school policies for data security and storage when entering, storing, and sharing data, treating this HWC program information with sensitivity and confidentiality.²

(A) Student ID	(B) Date of referral	(C) Referring teacher name	(D) Number of counseling sessions with this student this cycle	(E) Did you refer this student to an external mental health provider ³ (this cycle)?

¹ School counselors may use this document in lieu of the Handle With Care Excel Workbook for School Counselors.

² Protecting the privacy of student data is a very serious matter. Multiple protections are often in place that outline the roles and responsibilities of educational staff across federal, state, and local education contexts. School personnel should follow all applicable student privacy regulations in their state. To protect student privacy, all school officials and authorized partners with access to information that identifies individual students – whether directly or indirectly – must take all reasonable precautions to keep the information safe and avoid unauthorized disclosures. Only those with a legitimate educational interest should have access to student data, and then only to the information necessary to carry out their job responsibilities. Please exercise all due caution when accessing, handling, or using student information, particularly for the most vulnerable students. For more information about privacy statutes, please visit the U.S. Department of Education website: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

³ As discussed in section II, Step 1 of the *Guide*, school staff should put in place agreements, or memoranda of understanding, with all local partnering external mental health providers as part of program setup; you will find sample templates for such agreements at: <http://www.handlewithcarewv.org/school-protocol.php>. The availability of external mental health providers may vary locally, but can include staff from private and/or public (e.g., Department of Social Services) counseling agencies or private practitioners.



(A) Student ID	(B) Date of referral	(C) Referring teacher name	(D) Number of counseling sessions with this student this cycle	(E) Did you refer this student to an external mental health provider ³ (this cycle)?

Part 2. Summary: Referrals to School Counselor and to Mental Health Provider

Instructions: Summarize the data from the table above by answering the questions below. Provide the answers to these two questions to the data lead each cycle. HWC school teams will use the information from questions 1 and 2 to support program improvements for the HWC program.

1. How many students identified for HWC support were **referred to you** for school counseling this cycle? _____
2. How many students identified for HWC support did you **recommend receive services from an external mental health provider** this cycle? _____