



Mt. Diablo Unified School District  
Special Education  
1936 Carlotta Dr. Concord, CA 94519

## **Triage: Criteria and Procedures**

### **1) Identify student needing therapeutic support**

- Has been suspended multiple times
- Regularly engages in behavior
- Significant increase in previously documented behavior
- New behavior not addressed in current plan
- Significant decrease in attendance
- Mental health diagnosis
- History of, or recent trauma
- Recent or continued hospitalizations

### **2) Ensure interventions are being utilized and documented**

- Documented Support from Psychologist, School Administration, Behaviorist, SEA , etc.
- Behavior Intervention Plan
- SARB Process
- IEP Goals addressing students needs with updated progress
- Counseling Services outside of school setting (needs to be documented in IEP)
- Counseling Services within school setting
- Updated IEP
- **Interventions must be in place for 4 weeks or more and documented through ARIES / Current IEP before going to the next step**

### **3) If interventions are not enough, start the Triage process**

- Contact the school psychologist and administrator to determine if a Triage packet should be completed
- Case Manager is responsible for explaining to the parent the process and why they believe this process is recommended
- The school psychologist is responsible for completing the packet (in SEIS), obtaining the parent signature, and submitting the packet to the Triage Team (send to Wing D at the District Office)



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#### 4) Triage Process

- Packets are reviewed weekly. If all criteria is met, the referral process continues. If all criteria is not met, a Disposition Letter is sent back stating why the packet is not being processed
- When an assessor is assigned, he/she will do a file review, observation, and conduct interviews
- Once all data is collected, a report is written with the assessors recommendation

#### 5) Types of Recommendations

- Does not qualify: An IEP will be held to explain why and discuss recommendations to support the student
- Outpatient therapy: Student continues in his/her current placement, with the added support of Behavioral Health Specialist
- Change of placement to an in-District Social Emotional Educational Collaborative Program: The District has 6 Social Emotional Educational Collaborative Programs – 2 Elementary, 2 Middle, and 2 High
- Change of placement to a Non Public School: The District contracts with several Non Public Schools for students who need require a restrictive environment

#### 6) Triage Letter

- Once the report is reviewed with the Triage team, a letter with their recommendation and next steps is sent to the school team. The parents are contacted with the recommendation and a tour and/or IEP is set up, depending on the type of letter received
- Once an IEP is completed and parent/guardian has consented to services and placement, the new IEP can be implemented.