**SCHOOL MENTAL HEALTH TEAM (SMHT) IDENTIFICATION TOOL**

The following table serves as a tool to help districts identify who their SMHT will consist of and to clarify the roles of certain members.

**This team must be posted to your local website and communicated with parents and/or caregivers.**

| **ROLE** | **RESPONSIBILITIES** | **PERSONNEL** | **CONTACT INFORMATION(PHONE & EMAIL)** | **TRAINED TO SCREEN FOR SUICIDE RISK?** |
| --- | --- | --- | --- | --- |
| **ROLE** | **RESPONSIBILITIES** | **PERSONNEL** | **CONTACT INFORMATION(PHONE & EMAIL)** | **TRAINED TO SCREEN FOR SUICIDE RISK?** |
| **SMHT Coordinator** | [ ]  Coordinates annual training for the SMHT, school faculty, and staff members.[ ]  Mobilizes team members as needed.[ ]  Coordinates team member assignments.[ ]  Coordinates prevention education and resources for school staff members, students, and families.[ ]  Acts as the liaison between the school, family members, and community members.  |  |  | [ ]   |
| **SMHT Assistant Coordinator** | [ ]  Fulfills duties above when SMHT Coordinator is unavailable.[ ]  Coordinates communication among staff members, students, families, and community members.[ ]  Shares updates with SMHT.[ ]  Facilitates communication with caregivers/guardians when concerns arise. |  |  | [ ]  |
| **School Mental Health Professionals** | [ ]  Conducts student interviews to identify potential suicide risk using a suicide screening tool.[ ]  Provides a safe and comfortable environment for students and families.[ ]  Connects students and families to community resources when appropriate.[ ]  Documents actions. |  |  | [ ]  |