**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. |  |  |  |