School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff/Nurse:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objective: Pre-work for minor consent confidential medical appointment workgroup. Please outline the current process at your school site. There is no right or wrong answer. The initial goal is to conduct an assessment of the current process. Next steps will be to explore and set best practices that are standardized throughout the district. Please bring any materials you may have that you use for this process.

|  |  |
| --- | --- |
| **What is the current process at your school site for sending students for minor consent confidential medical appointments?** | **What is needed?** |
| **Education/Information**  How do students receive information/education on minor consent medical services? What materials are used?  How do staff receive information/training on minor consent medical services? What materials are used?  Which staff know about minor consent medical services? Nurses, Attendance, School Site Administrators, Psychologists, Counselors, etc.? | **Education Information**  How should students receive information/education on minor consent medical services? What materials are needed?  How should staff receive information/training on minor consent medical services? What materials are needed?  Which staff need to know about minor consent medical services? Nurses, Attendance, School Site Administrators, Psychologists, Counselors, etc.? |
| **Referral**  Who refers the student to the health office? Self-referral? What pass is used? | **Referral**  How would the referral begin? Health office? Self-referral? Do they need a pass? |
| **Resources**  What list of local resources is used? Who provides students with the list of local resources to pick from? What materials are used? | **Resources**  What list of local resources are needed? Who provides students with list of local resources? What materials are needed? |
| **Appointments**  Who schedules the appointments? Re-schedules? Sets follow up appointments?  How are you verifying appointments? | **Appointments**  Who schedules the appointments? Re-schedules? Sets follow up appointments?  How are you verifying appointments? |
| **Transportation**  Who sets up transportation? How are they transported? Is transportation provided? | **Transportation**  Who sets up transportation? How are they transported? Is transportation provided? |
| **Pass**  What passes are being used: to leave class, to go to the health office, to leave campus | **Pass**  What passes are needed: to leave class, to go to the health office, to leave campus |
| **Documenting the Excused Absence**  How is it being coded? Who notifies attendance? What material is used? Who is notified? | **Documenting the Excused Absence**  How should the absence be coded? Who notifies attendance? What material is needed? Who else needs to be notified? |
| **Returns to School**  Who does the student check in with when they return? What do they submit? Are you verifying the appointment? Where is it filed? Shredded? | **Return to School**  Who would the student check in with when they return? What do they submit? Are you verifying the appointment? Where is it filed? Shredded? |
| **If parent calls/shows up to school**  What will you say/do if a parent inquires? | **If parent calls/shows up to school**  What will you say/do if a parent inquires? |

Other issues/comments: