

Broken Arrow Public Schools  
**Secondary Threat to Self  
Screening & Assessment Process**

**Gather Information**

[Tips & Resources](#)

**Screen the Student**

- [Elementary—ASQ](#)
- [Secondary--Columbia](#)

*Use whichever screening tool is best for the student's developmental level.*

**Risk Assessment NEEDED**

**Notify Administration**

**Begin Filling Out SECONDARY Referral for Assessment Form**

**Check Availability for School-Based Assessment**

- Ask Site-Based Daybreak or F&CS Therapist
- Contact COPEs for Kids (918-744-4800)
- Contact On-Call Therapist (see shaded box @ bottom)

**Contact Parent / Guardian**

- Share concerns & need for assessment
- Discuss options for assessment
- Request parent/guardian come to the school

**Confirm with School-Based Therapist / COPEs (if applicable)**

**Meet with Parent / Guardian**

- Review referral form & obtain consent
- Introduce school-based therapist & provide space
- Assist w/ making appointment w/ other provider
- Explain steps for student's return to school

**Keep Copies of Paperwork in Confidential File**

**NO Risk Assessment Needed**

**Notify Administration**

**Complete Safety Plan with Student**

**Contact Parent / Guardian**

- Share concerns
- Discuss Safety Plan
- Refer for follow-up services if needed

**Keep Copies of Paperwork in Confidential File**

**Return to School**

**Meet w/ Parent / Guardian**

- Review results of assessment
- Request parent/guardian stay for mtng w/ student

**Complete Safety Plan with Student**

**If returning from inpatient, complete Re-entry Plan**

**Keep Copies of Paperwork in Confidential File**

**Resources**

[Sample Follow-Up Email for Parents](#)

[Notification of Threat to Self or Others](#)

**On-Call Therapist Contact Info**

12:00PM – 4:00PM

**Jasmine Montoya** – Daybreak

Office Phone: **918-259-4490**

Cell Phone: **918-946-0425**

Email: [jmontoya@baschools.org](mailto:jmontoya@baschools.org)

Office Site: Vandever Elementary