

## **2019-20 Audit Information for Justification of Part Time School Liaisons**

### **Audited in 2020-21**

**To help ensure expenditures for school liaisons will be eligible for the MHIT program, we have listed recordkeeping information for part time liaisons.**

1. A set schedule for the time to be spent on the school liaison duties or
2. A log outlining the time (number of hours) spent on school liaison duties each day.

In addition, one of the following documents should be available during the audit.

3. The contract for the school liaison could include the percentage of time required to be spent on school liaison duties.
4. An addendum to the contract covering the time to be spent on the school liaison duties.
5. Other documentation which will demonstrate justification for the time spent on school liaison duties.

**As a reminder, the school liaison general duties which are listed below would follow the type of activities which can be counted as part of the time reported for employees in the MHIT program.**

1. The **School Liaison's** general duties in the school district will be responsible for:
  - a. Identifying appropriate referrals for the team to engage.
  - b. Acting as a liaison between the district and the CMHC and being the point person for communication between the two groups.
  - c. Helping the CMHC staff understand and negotiate the school district system and procedures.
  - d. Triage prospective referrals and deciding with the CMHC staff how to prioritize interventions for identified students.
  - e. Helping the school personnel understand the role of the CMHC staff in this project.
  - f. Facilitating connections between the identified students' families and the CMHC staff.
  - g. Trouble shooting any problems that arise and work with the CMHC to resolve them.
  - h. Gathering outcomes to monitor the effectiveness of the program.
  - i. Follow up with child welfare contacts if a child has moved schools to get educational history.
  - j. Be an active part of the school intervention team and relay information back to CMHC staff.