

How To: Refer a Student to Daybreak

Once a student is identified by the school as needing services, school referrers can follow the steps below to refer them for an intake session, which will be followed by their first counseling session (if the Daybreak intake specialist determines that services are appropriate).

1. Triage Student Needs

Referrer (PSUSD counselor/school staff member) determines if a student may be a fit for counseling. Referrers use the Daybreak Questionnaire or a team approach.

2. Verify parent consent verbally & send ROI form

Referrer sends student & parent:

- [Release of Information \(ROI\) online form link](#)
- Optional: [Flyer for Families]: Flyer about Daybreak - for Families ([English](#) | [Spanish](#))

Note: You do not need to verify that the ROI has been completed before scheduling an intake. Daybreak will verify.

3. Schedule Student Intake

Use the following form to schedule an intake session on behalf of the student:

- **School Referral Intake Scheduler:**
<https://app.acuityscheduling.com/schedule.php?owner=22405346&appointmentType=24938871>

If it makes sense for the students' parent/family member to schedule the intake on behalf of the student, they can use this form:

- **Family Intake Referral Scheduler:**
<https://app.acuityscheduling.com/schedule.php?owner=22405346&appointmentType=25246153>

Note: Only the student attends the intake session, not the parent or school counselor.

3. Student conducts intake session

Student conducts 1:1 intake session with Daybreak intake coordinator. School staff referrer is notified of intake result.

4. Introduction email to PSUSD referrer and parent

Before beginning counseling, Daybreak counselor introduction email is sent to student, parent, and PSUSD referrer, opening lines of communication for scheduling later check-ins

5. Student begins counseling

If counseling is recommended after intake, Daybreak onboards student and schedules first counseling session.

PSUSD referral referrers can expect to check-in with the Daybreak therapist a couple times throughout the course of treatment, with the first check-in occurring in the first 2-3 sessions of treatment.

Cancellation Policy:

A student can cancel or reschedule an intake or session at anytime. Contact schoolsupport@daybreakhealth.com to cancel an intake or session.

If cancelled with at least 24-hour notice the intake or therapy session will not count towards the session limit for the district.

If less than 24-hour notice is given, the session will be counted towards the number of sessions for the district (because the intake coordinator or therapist can no longer feasibly use that spot for another client).