



School site visit report for school social worker services

Site visit conducted by _____ Date _____

School _____

Social worker reviewed _____

Activities to review with school social worker each month

	Yes	No	Comments
Maintaining a caseload of at-risk students (15-25) involving ongoing evaluation reporting			
Complete evaluation data on each student on your caseload			
Complete monthly reports of ongoing progress using the online database			
Provide research proven and SSHS grant related programs in your school – Reconnecting Youth, Why Try, Second Steps			
Communicate w/principal, counselors, <i>school resource officer</i>, and staff on routine basis in order to have effective relationships			
Meet with parents of clients at least one time face to face			
Create student meeting times schedule and share with key personnel			
Act as liaison to and spokesperson for Youth First programs that would be a good fit in your school and/or community			
Recruit students to participate in Youth First programs that will occur in your school or involve students in your schools (Strengthening Families, Why Try, Reconnecting Youth)			
Provide universal prevention education (be specific on the programming in the comments section)			
Preventative work, programs (not SSHS based) or selective group presentations on particular themes (indicate programs in comments section)			

Check SSW attendance reports/sign in sheets at school location			
Trainings attended – be specific			
Meetings with Youth First clinical director, county wide meetings, etc.			
School newspaper or community newspaper articles			
Communicate the referral process to the school annually at the beginning of the year			
Develop letters of introduction to be sent to new referrals, and any letters to former students and year end clients			

Other tasks that may be addressed by the social worker include:

- **Assist in finding resources for non-clients**
- **Assist in social work resource consultations with school staff that require your expertise**
- **Reactive disciplinary consultations for students not on case load**
- **Attend Field Trips**
- **Monitor groups of students as part of an assessment**
- **Referrals/ Recruiting students for other programs, such as afterschool programs**

Tasks that the social workers should not be doing!

- **Any coverage duties on a routine basis**
- **Transportation of clients**
- **Attending Individual Education Plans or manifestation hearings of non-clients**
- **Disciplinary work with non-clients**

<p>School principal's feedback: What is working, what could be improved?</p>
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