

Provider Agency Name
Stakeholder Education Documentation Note
*****Case Sample*****

Group Addressed: Staff and Faculty at XYZ Elementary School	Date: 8/10/07	Start Time: 11:00am	Duration: 3 hours	Location: XYZ Elementary School
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Number of people in attendance: 20

Name and credentials of staff presenting: John Smith, LCSW

Describe how community stakeholders are connected to the target population and why Stakeholder Education is needed: Local school principal requested staff training.

Topic Addressed: Recognizing the signs and symptoms of serious emotional disorders and the available services in the community.

Activity: Following a request by the Principal of XYZ Elementary School, provider agency staff attended school's staff meeting on 8/10/07 at 11am. Staff and faculty at XYZ Elementary School expressed concern over several children's behavior and are seeking information on the signs and symptoms of serious emotional disorders, as well as services that are available to them in the community. Staff and faculty at XYZ Elementary School feared that some students might require additional linkages to services that the school is unable to provide. Provider agency staff provided detailed information on how to recognize the signs and symptoms of serious emotional disorders among children. A resource guide of available community services was also described and provided to the staff and faculty. All materials are attached for future reference.

Follow up needed: None.

Attached: Sign-in sheet (required) Handouts Overheads Other _____

Staff Signature _____
 Credentials _____