

Mental Health Specialist or Behavior Consultant Requests



Have you discussed a mental health referral with your site supervisor?

- When classroom, home visitor, EHS staff or family wishes to refer a child for mental health or behavior concerns, staff should inform their Site Coordinator to determine need.



Have you completed a Positive Behavioral Support Plan OR ASQSE?

If **YES**, request:



1. Submitting a referral description MUST be specific or will be returned.
2. The original request form goes in the child's file. A copy goes to the Early Head Start Program Manager or the Child Development and Disabilities Program Manager
 - Please follow the above procedure when referring a parent to the mental health specialist. During this time staff will take steps to find on-going supportive resources for the family.
3. The referral is then forwarded to the Mental Health Specialist or Behavior Consultant by the appropriate Program Manager. Consultant will call the site, home visitor, or family to arrange a visit or the parent. The appropriate Program Manager will follow up with the specialist/consultant via email or phone within 1 week to ensure the visit has been scheduled.
 - The observation done by the consultants may include videotaping the child with consents and permissions release. Staff consultation may include reviewing and discussing the tape. Debriefing may occur with staff and parents together or separately.
4. Specialist and/or Consultant will provide written report, within a month of receiving referral.
 - Report will be provided to the appropriate Program Manager
 - Prior to debrief, specialist/consultant will coordinate through email with staff, coordinator assistants, and appropriate Program Manager to schedule the debrief so that all necessary staff can be in attendance.
 - The appropriate Program Manager will distribute report to coordinator assistants (and other appropriate personnel) via interagency routing. After review, report will be returned to the appropriate Program Manager.
 - Site coordinator will continually support staff throughout the process and to complete and implement recommendations.



If another referral or follow up is needed start the process again.

*****For prenatal families see the EHS Prenatal procedures for mental health consultation.***