

Head Start Performance Standard	ECEAP Performance Standard
<a href="#">1302.45(b)</a>	<a href="#">PDTR-24</a>

## PURPOSE

To support children's mental health.

### **STEPS TOWARDS MAKING A CHILD INTERNAL MENTAL HEALTH REFERRAL**

Prior to discussing child concerns/behaviors with the family, staff will review screenings, assessments, IEP/IFSP, or any additional services the child/family is receiving. Additionally, review health and family services such as Well Child exams, dental exams, other referrals, health screenings, and family goals.

1. Discuss concerns about a child's behaviors with the family and complete a **Behavior Observation** in the Mental Health Tab.



A referral cannot take place without documentation in ChildPlus of explicit verbal permission from the family to proceed to next steps. Follow the Mental Health ChildPlus Instructions.

2. Send communication email within 48 hours of Step 1
  - a. To: Mental Health Program Manager, your Coach, and your Supervisor
  - b. Subject: Behavior Observation Completed CPID XXXX.
3. The Coach will connect with the staff member within 48 hours of receiving the email.
  - a. The Coach will review notes, screenings, and assessments in ChildPlus prior to meeting with staff. If able, the Coach will observe the child within one week.
  - b. The Coach will document summary notes and next steps in the Follow-Up Notes section of the Behavior Observation Form tab.
4. The Coach will work in partnership with both the staff and family to create a **Social Emotional Care Plan (SECP)**. This is documented in the Mental Health Tab.
  - a. Direct service staff will work in partnership with the family regarding any on-going guidance, strategies, as well as the plans progress. All communication is documented in the Follow-Up Notes section of the SECP.
  - b. The Coach will support direct service staff with the implementation of the plan and document any summary notes and next steps in the Follow-Up Notes box in the Social Emotional Care Plan tab.
  - c. The Mental Health Program Manager will support both Coach and staff to assist in understanding and solving behavioral challenges and improving social and emotional developmental outcomes.



**After implementing the SECP and continued concerns persist, get permission from your program manager to place a Child Internal Mental Health Referral.\***

## **Considerations for a Child Internal Mental Health Referral**

1. Child is not making progress with the ***Social Emotional Care Plan*** and staff have implemented strategies with consistency.
2. Child's behaviors and protective factors are worsening as evidenced by assessments, observations, incidence reports, and family report.
3. Family and staff observe sudden change(s) in child's behavior.
4. Child and family have experienced a sudden loss or traumatic event.
5. Child is a danger to themselves and others.

### **Prior to Submitting a Child Mental Health Referral:**

- ⇒ Staff member discusses mental health services with the family and gets verbal permission from the family to place a mental health referral.

### **Then,**

- ⇒ Staff create a Transaction for Mental Health Referral in ChildPlus. Document in the Transaction Notes box the verbal permission for Mental Health Referral from Program Manager and the family. Include a brief summary of the family conversation.

### **Then,**

- ⇒ Staff email the Mental Health Program Manager with the child CPID and copy your program manager, Supervisor, Coach, and other team members.

### **Mental Health Program Manager Steps After a Mental Health Referral is Submitted:**

Mental Health Program Manager will engage with the family and staff to offer the following:

- ⇒ schedule an observation within 1 week
- ⇒ complete DECA-C
- ⇒ complete mental health consultation
- ⇒ schedule a debrief meeting with both family and staff
- ⇒ Observational data will be added to the SECP and the meeting summary will be attached in ChildPlus

### **Then,**

Mental Health Program Manager will provide on-going support to staff/child/family through monitoring and implementing the ***Social Emotional Care Plan***. The Mental Health Program Manager will also assist with any family/child stabilization needs, family resources connection, and family referral coordination.

\*On rare occasions, with supervisor awareness a Child Individual Mental Health referral may be submitted prior to the completion of a SECP.