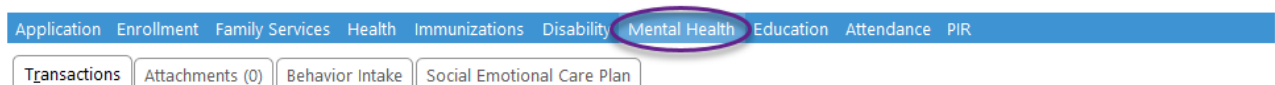


Child Mental Health Consultation Mental Health Module – ChildPlus Instructions

The Mental Health module has a different design than the other service area modules in ChildPlus. When you click Mental Health, you will see these tabs:

- Transactions are the “actions” that document all communications and follow up to Behavior Intake and/or Social Emotional Care Plan.
- Attachments tab is where documents related to Child Mental Health Consultation are stored. This functions the same as attachment tabs in the other service area modules.
- Behavior Intake is where behavior intake “events” are added.
- Social Emotional Care Plan is where social emotional care plan “events” are added.



How to Add a Transaction

When you click on Mental Health, Transactions are always the first records you will see. For transactions already added, click on each one to read documented “actions”.

Click Add Transaction to add an “action” related to a mental health consultation.

- Transaction Date: Enter date of the transaction
- Transaction Type: Select Communication (Family/Staff Collaboration Meeting and Observation used by Coach or Mental Health Consultant)
- Status: Select Action Completed (In Process can be selected by Coach or Mental Health Consultant)
- Transaction Notes: Click the Clock and add descriptive notes about the “action”

Mental Health Transactions

Trans. Date	Type	Source	Refer To	Provider	Funding Source	Completed
.....						

Add Transaction

Transaction Date

Transaction Type

Status

Completion Date

Transaction Notes

Source

Provider

Funding

Refer to

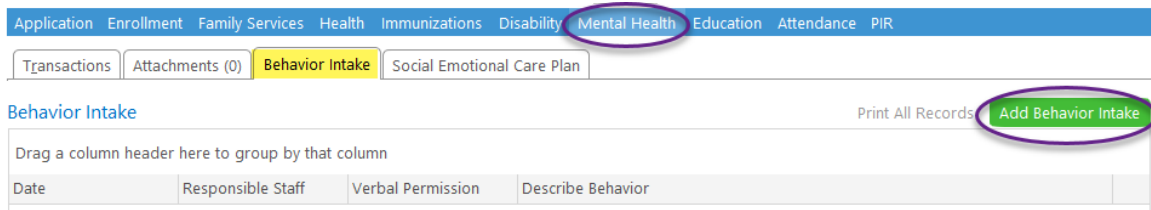
Skip these fields.

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Behavior Intake

Click Behavior Intake tab, then click Add Behavior Intake. The data entry box will open.

Important Note: You cannot access mental health consultation without explicit verbal permission from family.



Complete all fields on Behavior Intake form (Date auto-fills to today's date).

If you need to print the intake, click Print to print what appears on screen. If this cuts off any of the notes, click Save As Attachment, then view and print the attachment which saves as a Data Entry Screenshot.

Behavior Intake

Save As Attachment Print Save Cancel Add

Date: 9/19/22 Responsible Staff: [Dropdown] Verbal Permission Received for Mental Health Consultation: [Dropdown]

Child Strengths (development, motivation, who are their friends, what do they like to do, what do they find pride in) [Text Area]

Describe Behavior (what happens before/during/after, w/who and where and what's the Conscious Discipline Brain State of adult/child) [Text Area]

What Strategies Have Been Utilized? (Conscious Discipline skills, DECA strategies, other) [Text Area]

Family Input (what does family notice, what concerns does family have, what has family tried) [Text Area]

When you send the required communication email, document this as a Communication Transaction.

Application Enrollment Family Services Health Immunizations Disability Mental Health Education Attendance PIR

Transactions Attachments (0) Behavior Intake Social Emotional Care Plan

Mental Health Transactions

Trans. Date	Type	Source	Refer To	Provider	Funding Source	Completed
9/19/2022	Communication					

Add Transaction

Transaction Date: 9/19/22 Source: [Dropdown]

Transaction Type: Communication Provider: [Dropdown]

Status: Action Completed Funding: [Dropdown]

Completion Date: [Dropdown] Refer to: [Dropdown]

Transaction Notes: 9/19/2022 1:47 PM Karen Sandeno Send communication email to Stacy, Jennifer Swanson, Morgan and Jennifer Segeman.

Social Emotional Care Plan

Coach or Mental Health Consultant (MHC) will add the Social Emotional Care Plan in ChildPlus.

The screenshot shows the top navigation bar with tabs for Application, Enrollment, Family Services, Health, Immunizations, Disability, Mental Health (circled in purple), Education, Attendance, and PIR. Below the navigation bar are buttons for Transactions, Attachments (0), Behavior Intake, and Social Emotional Care Plan (highlighted in yellow). The main header area includes the text 'Social Emotional Care Plan', a 'Print All Records' link, and a green 'Add Social Emotional Care Plan' button (circled in purple). Below the header is a table with columns: Date, Plan Creator, Date Completed, Coach Name, Staff Name, and an empty column.

Direct service staff will follow the plan and communicate with the family, Coach and MHC regarding any on-going guidance, strategies, and progress. Document all follow up “actions” as Communication Transactions (see page 1).

If you need to print the plan, click Print to print what appears on screen. If this cuts off any of the notes, click Save As Attachment, then view and print the attachment which saves as a Data Entry Screenshot.

Date Completed: MHC will enter date completed when all work and follow up on Social Emotional Care Plan is done and the “event” is considered closed.

Social Emotional Care Plan

The form contains the following fields and sections:

- Buttons: Save As Attachment, Print, Save, Cancel Add
- Plan Date:
- Coach Name:
- Staff Name:
- Date Completed:
- Strengths (Child, Classroom or Home, Staff, Family, Cultural Considerations):
- Define the Behavior:
- Goal and Objectives:
- Supportive Strategies:
- DECA-Clinical Ratings (MHC Use Only):
 - Withdrawal/Depression (WD):
 - Emotional Control Problems (ECP):
 - Attention Problems (AP):
 - Aggression (AG):
 - Total Behavior Concerns (TBC):