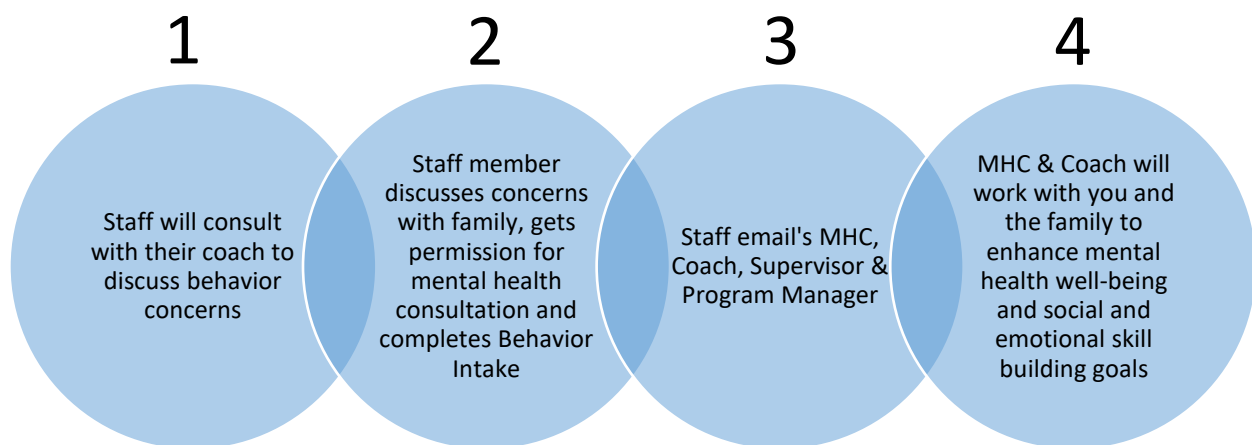


Head Start Performance Standard	ECEAP Performance Standard
1302.45(b)	PDTR-24

PURPOSE

To enhance infant and young children’s mental health well-being and social emotional skills. The Mental Health Consultant (MHC) and Coach work together with staff and families to provide knowledge and perspective towards behavioral interventions that focus on social and emotional needs.

CHILD MENTAL HEALTH CONSULTATION PROCEDURE STEPS



STEP 1:

Accessing mental health consultation must FIRST include the following:

Staff will collaborate and seek guidance from their coach regarding challenging behaviors and concerns to ensure that adult practices are reflective of our program procedures prior to proceeding Step 2.

STEP: 2

Staff will discuss concerns about a child’s behaviors with the family, share the Mental Health Consultation brochure with them and if the family gives verbal permission for a Mental Health Consultation, complete the **Behavior Intake** in the Mental Health Tab in ChildPlus.

- Strengths
 - Development, motivation, who are their friends, what do they like to do, what are they learning, what do they find pride in
- Describe the behavior
 - What is seen and heard
 - When does the behavior happen
 - Who does it happen with
 - What is happening before, during and after
 - What is the brain state of the adult and child (Conscious Discipline Brain State Model)

Child Mental Health Consultation Procedure

- c. Provide strategies that have been used
 - i. Conscious Discipline skills
 - ii. DECA strategies
 - iii. Other
- d. Family
 - i. Do they notice the same or similar behavior?
 - ii. What concerns might they have?
 - iii. What are the social and emotional needs for their child?
 - iv. Are there health and developmental concerns?
 - v. How do they interpret or perceive what is happening with their child?
 - vi. What have they tried?

STEP 3:

1. Staff will send communication email within 48 hours of Step 2.
 - a. To: Mental Health Consultant, Coach, Supervisor, and Program Manager
 - b. Subject: Behavior Intake Completed CPID XXXX.
 - c. Content: What are the primary concerns in the home and in class? Document that the family gave verbal permission for the mental health consultation and that you reviewed the Mental Health Consultation brochure with the family.
2. The MHC will connect with the staff member, coach, and family within 48 hours of receiving the email.
 - a. The MHC will observe the child within one week
 - b. The MHC will offer the family a clinical assessment for their child for the purpose of supporting resources and services, building knowledge in understanding the child's needs, and to help set mental health well-being and social and emotional skill goals.
 - c. The MHC will schedule a Family Collaboration Meeting to create the Social Emotional Care Plan (SECP)
 - d. The MHC and Coach will document all communication notes in Mental Health transactions tab in ChildPlus.

STEP 4:

The MHC and Coach will work in partnership with both the staff and family to create a ***Social Emotional Care Plan (SECP)***. A SECP is an action plan that will teach missing or underdeveloped skills and include adult structures and strategies to practice.

- a. Direct service staff will follow the SECP and communicate with the family, coach and MHC regarding any on-going guidance, strategies, and the SECP progress. Document all communications under Mental Health transactions tab in ChildPlus.
- b. Coaches will work with staff regarding any on-going guidance and support for structure and strategies.
- c. The MHC will provide on-going support by assisting with any staff/family/child stabilization needs and providing family resources and referral coordination. A mental health consultation case will close when it is no longer needed.