

Policy Number: MH 004	Title: Mental Health teacher referral process
Performance Standard: 1302.45 USD 418 BOE Policy:	Effective Date: 8/2015 Reviewed: 5/2020
	Policy Council Approval/Revision: 9/2015, 6/2018 BOE Approval: 9/2015, 6/2018

1. When the Head Start Teacher suspects a mental health concern, the General Intervention Plan (GIP) form can be submitted to the Disability/Mental Health (D/MH) Coordinator.
The teacher will note on the form if the matter has been discussed with the parent.
2. The GIP documents academic concerns or observations which warrant a mental health referral .
3. Upon receiving the GIP form, the D/MH Coordinator will;
 - a. Contact the teacher for any additional information or clarification of the situation. The teaching staff will be asked to provide documentation of the child’s behavior. Antecedent Behavior Consequences (ABC) data might be requested too. It will be expected that the teacher has already contacted the parent or caregiver and discussed his/her concerns.
 - b. Arrange to observe the child in the classroom.
 - c. Contact the parent or caregiver to obtain consent for the Mental Health Consultant to observe their child in the classroom. The team can decide who the parent would be comfortable talking to about the observation/referral process. The GIP process will be explained to the parent including the follow-up meeting with the consultant.
4. If parental consent is obtained, the D/MH Coordinator will contact the Mental Health Consultant to set up a classroom observation for the child. A follow-up meeting will be scheduled with the classroom staff, parent, D/MH Coordinator and the Mental Health Consultant.
5. If the parent does not consent to a mental health observation by a consultant the following procedure will be followed.
 - a. The D/MH Coordinator will document the conversation with the parent declining the observation. Information will be added into Child Plus. Staff will be notified.
 - b. The parent will be asked to help write a GIP with the team.
 - c. Follow up meetings will be scheduled.
 - d.. The team can ask the parent to assist in the class if possible.
 - e. Ask the parent if the classroom team can record the child in order to later discuss with the parent when the team meets again for the GIP. Get a signed consent for the recording.
 - f. If the child’s behavior becomes too dangerous to the health and safety of the staff or others, a meeting with the staff, parent and D/MH Coordinator will be held with the Director of Head Start. Options will be discussed about how to best serve the child, family, and staff.

Parent Referral

Parents may initiate the referral process and consult with the D/MH Coordinator by either speaking with the teacher or any Head Start staff.