

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## **Mental Health Services/Referrals**

### POLICY:

To provide mental health services to children and families.

*This policy relates to [Head Start Performance Standards 45 CFR Part 1302.45 & 1302.46](#)*

### PROCEDURE:

1. At enrollment or during orientation, parents will be informed of the Mental Health Consultant's role and services available through the program.
2. A short presentation on mental health, as it relates to children and families, is recommended for all parent committees and should occur within two months of the beginning of the school year.
3. If the parent identifies a mental health need during the school year, the staff person obtaining the information will complete a referral form regarding the need and forward to the delegate director/designee who will then forward to the Grantee Mental Health Services Manager. If the child/family is currently receiving mental health services from another agency, the staff person will ask the parent to sign a Release of Information form and explain the need for this in order to coordinate and share information for this family/child.
4. Teachers will gather information during the screening and assessment period utilizing the appropriate screening/assessment forms and procedures.
5. Enrollment, observation forms and screening results will be reviewed during the initial staffing and the Mental Health Services Manager or Mental Health Consultant may assist delegate staff in making an appropriate decision on mental health referrals.
  - a. In cases where there is a behavior management concern ONLY, the delegate/grantee Education Services Manager or grantee team manager will visit the classroom to complete an observation and to consult with classroom staff to make suggestions and decide on a course of action best suited to the situation.

6. During home visits or other contacts, parents may also request mental health services. At this point, the staff person will generate a referral, documenting the reasons given by the parent for the need for the mental health services.
7. Regardless of how the referral is generated, parents will need to sign a Permission for Mental Health Services form prior to forwarding to the Grantee Mental Health Services Manager. This form must be on file before the consultant can observe the child in the classroom setting.
8. If the parent refuses to give permission, the staff person will document the refusal. At this point, other ideas and ways to work with the child will be decided upon and staff will continue to work with the family to address the behavior problem or need.
9. All referrals should include the following information:
  - i. Completed referral form
  - ii. Record of classroom observations of the child
  - iii. Permission for Mental Health Services form signed by parent
  - iv. Parent input/special request
  - v. Permission to Release Information form if another agency was involved
10. The Grantee Mental Health Services Manager and the consultant will coordinate a plan for site/program needs.
11. The Mental Health Consultant will submit a monthly record of the hours utilized for mental health services to the grantee Mental Health Services Manager for review and submission of payment.
12. The consultant will provide timely written reports and verbal feedback on classroom/child observation and parent-staff consults. Information/reports/feedback will be shared during staffing or sooner if it is an urgent situation.
13. All relevant information, plans of action, referrals and follow-up will be documented and filed appropriately.