

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

On-Site Consultation

POLICY:

Mental health services includes a regular schedule of on-site mental health consultation involving the mental health professional, program staff and parents.

- *This policy relates to Head Start Performance Standards 45 CFR Part 1304.24(a) (3), 1304.24(a)(3)(i) and 1304.24 (a)(3)(ii)*

PROCEDURE:

1. Mental Health Consultant(s) will be in the agency's directed operated as well as delegate programs according to a schedule of frequency which allows the professional to identify needs of child (ren), families and staff. And provide support on:
 - a. Designing and implementing program practices responsive to the identified behavioral and mental health concerns of a child or a group of children;
 - b. Promoting each child's mental wellness by providing group and individual staff and parent education on mental health issues;
 - c. Providing recommendations for children with atypical behavior or development; and
 - d. Recommendation for utilization of other community mental health resources, as needed.
2. Methods for selecting a site within each program for on site consultation with the mental health professional will be based on the following:
 - a. Request by teacher, staff, family service staff, program managers or Head Start director.
 - b. Director/designee will address the request at the program level and forward necessary information to the Grantee Mental Health Services Manager for scheduling.
3. Grantee Mental Health Manager provides Head Start director/designee with consultation dates via e-mail, fax, letter, phone, and calendar.