



# 1304.24 Mental Health Services

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**EDUCATION AND EARLY CHILDHOOD DEVELOPMENT – SUBPART B  
MENTAL HEALTH 1304.24  
2015-2016**

**Goal: To meet the objectives of the Head Start Performance Standards with regards to children with to mental health.**

<b>STANDARD</b>	<b>GOAL</b>	<b>OBJECTIVES</b>	<b>SPECIFIC TASKS/ACTIVITIES</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
<b>1304.24</b>  Related: 1304.24(a)	1304.24(a)	(a) Cover working collaboratively with parents, securing the services of a mental health consultant who has an established schedule of on-site visits, and involving mental health professionals, program staff and parents.	1. To provide for the emotional and social well being of all children, parents and staff.		
<b>1304.24(a) (1)(i)</b>  Related: 1304.51(g) 1304.40(b) (1)(ii) 1304.40(f)	(1) Head Start must work collaboratively with parents for issues related to parent education by:	(i) Soliciting parental information, observations, and concerns about their child's mental health.	1. Request parental information regarding the child's development, health and other concerns related to mental health. Request information about the child's developmental stages, the child's interest, needs, and strengths; and changes in the child's mood, attitude, or appearance; any health conditions which may influence the child's behavior.  a. Interview for Child Health Record b. Family Needs Assessment c. DIAL 4 Social Emotional Questionnaire	1. Family Development Workers 2. Nurses 3. Mental Health Coordinator 4. Parents	Enrollment Feb. 2015 June 2016



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1304.24(a) (1)(iii)  Related: 1304.21(a)(3) (i)(C)(D) 1304.52(h) (iv)	Head Start must work collaboratively with parents for issues related to parent education by:	(iii) Discussing and identifying with parents appropriate responses to their child’s behavior;   Discuss and identify with children appropriate choices	1. Inform parents of effective methods to encourage desirable behaviors in their children. <ul style="list-style-type: none"> <li>• Workshops</li> <li>• One-on-one conferences</li> <li>• Teacher contact</li> </ul> 2. Encourage parents to volunteer/observe in classroom to learn positive techniques that support child social/emotional development.           3. Implement character education part of the OWL Curriculum. <ul style="list-style-type: none"> <li>• Small groups in play therapy room or in classroom</li> </ul> 4. Ensure the Heat Start domain elements are addressed through the counseling curriculum: <ul style="list-style-type: none"> <li>○ Social &amp; Emotional Development               <ul style="list-style-type: none"> <li>➢ Social Relationships</li> <li>➢ Self Concept &amp; Self Efficacy</li> <li>➢ Self Regulation</li> <li>➢ Emotional &amp; Behavioral Health</li> </ul> </li> </ul> 5. Domains will be aligned with OWL Curriculum.           6. Mental Health Professional will spend more time in classroom setting based on the classroom needs <ul style="list-style-type: none"> <li>• Mental Health Schedule will be reviewed based on classroom needs.</li> </ul>	1. Teacher 2. Mental Health Coordinator 3. Family Development Workers   1. Mental Health Coordinator 2. Teachers 1. Mental Health Coordinator   1. Mental Health Coordinator	Aug 2015 June 2016

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1304.24(a)(1)(iv)  Related: 1304.24 (a)(1)(iii), (a)(3)(i)(A) (a)(3)(i)(D) (b)(1)(ii), (b)(2)(i), (c)(1)(iv), (c)(1)(v)	Head Start must work collaboratively with parents for issues related to parent education by:	(iv) Discussing how to strengthen nurturing supportive environments and relationships in the home and at the program;	<ol style="list-style-type: none"> <li>1. Provide developmentally appropriate materials and activities.</li> <li>2. Coordinate with Education Coordinator in selection of materials and activities.</li> <li>3. Provide appropriate activity that address the particular situation or need of child/family               <ul style="list-style-type: none"> <li>• Group or individual counseling (death, divorce etc. )</li> </ul> </li> <li>4. Teach developmental guidance curriculum.               <ul style="list-style-type: none"> <li>• OWL Curriculum</li> <li>• I Like Me</li> <li>• I'm Like you, You're Like Me</li> <li>• We Can Get Along</li> <li>• Just Because I am</li> <li>• I Care</li> <li>• Get Real About Violence                   <ul style="list-style-type: none"> <li>• District wide curriculum</li> </ul> </li> </ul> </li> <li>5. All children will have access to the services provided by the Developmental Guidance Curriculum               <ul style="list-style-type: none"> <li>• Small group Counseling</li> <li>• Individual Counseling</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Mental Health Coordinator</li> <li>2. Mental Health Professional</li> <li>3. Family Development Workers</li> <li>4. Teachers</li> <li>1. Mental Health Coordinator</li> <li>2. Teachers</li> <li>1. Family Development Workers</li> <li>2. Parents</li> <li>1. Mental Health Coordinator</li> <li>2. Mental Health Professional</li> </ol>	<ol style="list-style-type: none"> <li>Aug 2015</li> <li>June 2016</li> <li>Aug 2015</li> <li>June 2016</li> <li>Aug 2015</li> <li>June 2016</li> </ol>

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1304.24(a)(1)(iv)		(iv) Discussing how to strengthen nurturing supportive environments and relationships in the home and at the program;	6. To provide ongoing counseling services as needed. <ul style="list-style-type: none"> <li>• To forward any counseling records as requested in writing, by parents to receiving Kindergarten Counselor.</li> </ul> 7. Discuss ways that families can support and contribute to their child’s social/emotional development. <ul style="list-style-type: none"> <li>• Parent workshops/meetings</li> <li>• Home visits/parent conferences</li> </ul>	1. Mental Health Coordinator  1. Teachers 2. Family Development Workers 3. Mental Health Coordinator 4. Mental Health Professional	Aug 2015 May2016
1304.24(a)(1)(v)  Related: 1304.40(f)(4)		(v) Helping parents to better understand mental health issues;	<ul style="list-style-type: none"> <li>• Provide group orientation               <ul style="list-style-type: none"> <li>• Orientation</li> </ul> </li> <li>• Provide parent training with Mental Health Professional</li> <li>• Provide workshops dealing with Mental Health Issues.</li> <li>• One-on-one conferences</li> <li>• Help parents access community Mental Health Resources.</li> <li>• I Care Monthly Meetings</li> <li>• Psychiatric emergencies for a child or adult will be immediately dealt with.               <ul style="list-style-type: none"> <li>• 911</li> <li>• Police Department</li> <li>• MHMR – Spindletop</li> </ul> </li> <li>• Traumatic events (hurricanes., fire) will be addressed quickly.               <ul style="list-style-type: none"> <li>• Referral information will be quickly distributed</li> <li>• Staff will work with other agencies as not to duplicate services.</li> </ul> </li> </ul>	1. Mental Health Coordinator 2. Family Development Workers 3. Mental Health Professional 4. District –Parent Learning Network  1. Principal 2. Police 3. MHMR  1. Family Services 2. Mental Health Professional	May 2015 June 2016

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1304.24(a)(1) (vi)  Related: 1304.40(f)(4) (iii)		(vi) Supporting parents' participation in any needed mental health intervention;	<ol style="list-style-type: none"> <li>1. Work with parents to identify Mental Health issues regarding their child.</li> <li>2. Share information about Mental Health resources available at school and in the community. (Community Resource Handbook)</li> <li>3. Assist parents in arranging Mental Health services or appointments.</li> <li>4. Assure parents that confidentiality will be maintained at all times.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mental Health Coordinator</li> <li>2. Mental Health Professional</li> <li>3. Family Services</li> </ol>	Aug 2015 Aug 2016

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1304.24(a)(2)  Related: 1304.41(a)(2) (ii), 1304.52(d)(4)	(2) Secure the services of a mental health professional on a schedule to enable the timely and effective identification of and intervention in family and staff concerns about a child's mental		1. Mental Health Professional is contracted to school twice a month. 2. Dates she is on campus are listed/posted in the; ✓ parent/staff monthly calendar ✓ PI Room and Office ✓ All Classrooms 3. Parents can call and request an appointment. 4. Parents can drop in and will be seen as soon as possible. 5. Prior written permission will be obtained from parent, when scheduling any visits with the Mental Health Professional for a child.	1. Mental Health Coordinator 2. Mental Health Professional	Sept. 2015 May 2016
1304.24(a)(3)  Related: 1304.24(a)(3), 1304.24(a)(3) (i)-(iv)	(3) Mental Health Program services must include a regular schedule of on-site consultations.		6. Document referrals and mental health services provided, including missed visits, reports from provider and any other counseling notes. 7. Mental Health/Counseling folders are kept in a locked drawer in the Mental Health Coordinators office. 8. Typed reports of any visit with a child by the Mental Health Professional will be sent to the parent and teacher. 9. Parents are assured that confidentiality of all records will be obtained. 10. Case Management Meetings at least 4 times a year. 11. Weekly scheduled managers meeting.	1. Head Start Managers 2. Principal	



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1304.24(a)(3) (i)  Related: 1304.20(b), 1304.21(c)(2)		i) Design and implement program practice responsive to the identified behavioral and mental health concerns of an individual child or group of children;	<ol style="list-style-type: none"> <li>1. Advise and assist in developmental screenings and assessments.               <ol style="list-style-type: none"> <li>a. Administration within 45 days of child’s enrollment                   <ul style="list-style-type: none"> <li>• DIAL 4</li> <li>• DIAL 4 Social/Emotional Questionnaire</li> <li>• DOCT</li> </ul> </li> </ol> </li> <li>2. All screening and assessment results are transferred into the ChildPlus data base.</li> <li>3. During 15-16 year instructional staff will implement Teaching Strategies Gold (TSG) as an ongoing assessment.</li> <li>4. DIAL 4 results are inputted into the DIAL 4 Pearson Q-Global database and reports run for teacher and family.               <ul style="list-style-type: none"> <li>• Parent-Child Activities</li> <li>• Social-Emotional Activities</li> </ul> </li> <li>5. Modify daily activities as needed to address the needs and address the needs of children with known and suspected disabilities or Mental Health challenges.</li> <li>6. Develop Treatment Plan along with teacher and parent as needed.</li> <li>7. Schedule parent meetings/workshops per semester dedicated to mental health issues.</li> <li>8. Make recommendations on resources related to mental health issues for use with families.</li> <li>5. Implement automated system to track records               <ul style="list-style-type: none"> <li>• Skyward</li> <li>• ChildPlus</li> <li>• Access data base</li> <li>• DIAL 4 Pearson Q-Global database</li> </ul> </li> <li>6. Mental Health Professionals calendar is given to teachers for posting by the semester.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mental Health Manager</li> <li>2. Mental health Professional</li> <li>3. Teachers</li> <li>4. Family Services</li>   <li>1. Mental Health Coordinator</li>   <li>1. Mental Health Coordinator</li> <li>2. Mental Health Professional</li> <li>3. Teacher</li> <li>4. Parent</li>   <li>1. Mental Health Coordinator</li> </ol>	Aug 2015 Aug 2016



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1304.24(a)(3) (iii)  Related: 1304.20(f)(2) 1304.21(a)(1) (ii), 1308.19 1308.21		(iii) Assist in providing special help for children with atypical behavior or development;	<ol style="list-style-type: none"> <li>1. Identify children in need of additional professional assessment; the following can be used:               <ul style="list-style-type: none"> <li>• Review assessment finding and records</li> <li>• Teaching Strategies Gold (TSG)</li> <li>• Act on parental requests</li> <li>• SPARKS Behavior checklist</li> <li>• Hawthorne ADD/ADHD evaluation</li> <li>• Devereaux Early Childhood Assessment (DECA)</li> <li>• DECA- C</li> <li>• Bracken                   <ul style="list-style-type: none"> <li>➢ Basic Concept Scale – revised</li> </ul> </li> <li>• Behavioral Checklist</li> </ul> </li> <li>2. Provide recommendation and resource information to assist families and staff in structuring the environment and in modifications with instructions.</li> <li>3. Maintain tracking system of services to children with special needs               <ul style="list-style-type: none"> <li>• Disabilities Tracking System</li> <li>• ChildPlus</li> <li>• Skyward</li> </ul> </li> <li>4. Maintain record of all referrals               <ul style="list-style-type: none"> <li>• Request for Counselor Assistance</li> </ul> </li> <li>5. Large and small group activities are provided for all children according to their needs.</li> <li>6. Identify children in need of a written behavior modification plan               <ul style="list-style-type: none"> <li>• Success Ed. – develop IEP goals</li> <li>• Behavioral Intervention Plan</li> </ul> </li> <li>7. Staff Development Activities – which will include a variety of activities to reduce stress and create a Healthy Workplace               <ul style="list-style-type: none"> <li>• Crisis Prevention Intervention - ongoing</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Mental Health Coordinator</li> <li>2. Teachers</li> <li>3. Mental Health Professional</li> </ol> <ol style="list-style-type: none"> <li>1. Component Managers</li> <li>2. WOCCISD Department of Special Services</li> <li>3. Mental Health Coordinator</li> </ol> <ol style="list-style-type: none"> <li>1. Mental Health Coordinator</li> <li>2. Mental Health Professional</li> </ol> <ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Head Start Staff</li> <li>3. District Staff</li> <li>4. Region V Service Center</li> </ol>	Aug 2015 June 2016

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1304.24(a)(3) (iv)  Related: 1304.41(a)(2) (ii)		(iv) Utilize other community mental health resources as needed.	1. Open lines of communication are maintained with various community agencies during the program year. 2. Participation in Child Find 3. Parents and staff are provided with a community resource handbook as needed. 4. Community Counseling Referral Information given to parents as needed.	1. Mental Health Coordinator 2. Family Development Staff	Aug 2015 June 2016