

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT – SUBPART B
MENTAL HEALTH 1304.24
2012-2013

1

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

| STANDARD | GOAL | OBJECTIVES | SPECIFIC TASKS/ACTIVITIES | PERSON RESPONSIBLE | TARGET DATE |
|---|--|--|--|---|-------------------------------------|
| 1304.24 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. | | |
| 1304.24(a) (1)(i) 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 Services Staff 2. Nurses 3. Mental Health Manager 4. Parents | Enrollment February 12 May 13 |

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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 | <ol style="list-style-type: none"> 1. Inform parents of effective methods to encourage desirable behaviors in their children. <ul style="list-style-type: none"> • Workshops • One-on-one conferences • Teacher contact 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"> • Small groups in play therapy room or in classroom 4. Ensure the Heat Start domain elements are addressed through the counseling curriculum: <ul style="list-style-type: none"> ○ Social & Emotional Development <ul style="list-style-type: none"> ➢ Social Relationships ➢ Self Concept & Self Efficacy ➢ Self Regulation ➢ Emotional & Behavioral Health 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"> • Mental Health Schedule will be reviewed based on classroom needs. | <ol style="list-style-type: none"> 1. Teacher 2. Mental Health Manager 3. Family Services Staff <ol style="list-style-type: none"> 1. Mental Health Manager 2. Teachers <ol style="list-style-type: none"> 1. Mental Health Manager | <p>Aug 12</p> <p>May 13</p> |

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| 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"> • Provide group orientation <ul style="list-style-type: none"> • Orientation • Provide parent training with Mental Health Professional • Provide workshops dealing with Mental Health Issues. • One-on-one conferences • Help parents access community Mental Health Resources. • I Care Monthly Meetings • Semester Mental Health Newsletter (Mind, Body & Soul) • Psychiatric emergencies for a child or adult will be immediately dealt with. <ul style="list-style-type: none"> • 911 • Police Department • MHMR – Spindletop • Traumatic events (hurricanes., fire) will be addressed quickly. <ul style="list-style-type: none"> • Referral information will be quickly distributed • Staff will work with other agencies as not to duplicate services. | 1. Mental Health Manager 2. Family Services Staff 3. Mental Health Professional 4. District –Parent 5. Learning Network 1. Principal 2. Police 3. MHMR 1. Family Services 2. Mental Health Professional | June 12 May 13 |
| 1304.24(a)(1) (vi) Related: 1304.40(f)(4) (iii) | | (vi) Supporting parents' participation in any needed mental health intervention; | 1. Work with parents to identify Mental Health issues regarding their child. 2. Share information about Mental Health resources available at school and in the community. (Community Resource Handbook) 3. Assist parents in arranging Mental Health services or appointments. 4. Assure parents that confidentiality will be maintained at all times. | 1. Mental Health Manager 2. Mental Health Professional 3. Family Services | Aug 12 Aug 13 |

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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 | | <ol style="list-style-type: none"> 1. Mental Health Professional is contracted to school twice a month. 2. Dates she is on campus are listed/posted in the; <ul style="list-style-type: none"> ✓ parent/staff monthly calendar ✓ Mental Health Newsletter (Mind, Body & Soul) ✓ 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. 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 Managers 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. Monthly managers meeting. 12. Samaritan Counseling is providing a Licensed Professional Counselor for a semester to provide; <ul style="list-style-type: none"> ✓ Small group counseling sessions ✓ Focus groups on anger | <ol style="list-style-type: none"> 1. Mental Health Manager 2. Mental Health Professional | Sept. 12 May 13 |
| 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. | | | <ol style="list-style-type: none"> 1. Head Start Managers 2. Nurse 3. Principal <ol style="list-style-type: none"> 1. Mental Health Manager | Sept. 12 Dec. 12 |

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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"> Advise and assist in developmental screenings and assessments. <ol style="list-style-type: none"> Administration within 45 days of child's enrollment <ul style="list-style-type: none"> DIAL 4 DIAL 4 Social/Emotional Questionnaire DOCT All screening and assessment results are transferred into the Promis data base. 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"> Parent-Child Activities Social-Emotional Activities Modify daily activities as needed to address the needs and address the needs of children with known and suspected disabilities or Mental Health challenges. Develop Treatment Plan along with teacher and parent as needed. Schedule parent meetings/workshops per semester dedicated to mental health issues. Make recommendations on resources related to mental health issues for use with families. Implement automated system to track records <ul style="list-style-type: none"> Skyward PROMIS Access data base DIAL 4 Pearson Q-Global database Mental Health Professionals calendar is given to teachers for posting by the semester. | <ol style="list-style-type: none"> Mental Health Manager Mental health Professional Teachers Family Services <ol style="list-style-type: none"> Mental Health Manager <ol style="list-style-type: none"> Mental Health Manager Mental Health Professional Teacher Parent <ol style="list-style-type: none"> Mental Health Manager | Aug 12 Aug 13 |

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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"> Identify children in need of additional professional assessment; the following can be used: <ul style="list-style-type: none"> Review assessment finding and records Act on parental requests SPARKS Behavior checklist Hawthorne ADD/ADHD evaluation Devereaux Early Childhood Assessment (DECA) DECA- C Bracken <ul style="list-style-type: none"> Basic Concept Scale – revised Behavioral Checklist Provide recommendation and resource information to assist families and staff in structuring the environment and in modifications with instructions. Maintain tracking system of services to children with special needs <ul style="list-style-type: none"> Disabilities Tracking System Mental Health Tracking System Promis Skyward Maintain record of all referrals <ul style="list-style-type: none"> Request for Counselor Assistance Large and small group activities are provided for all children according to their needs. Identify children in need of a written behavior modification plan <ul style="list-style-type: none"> Special Ed. Manager – develop IEP goals Behavioral Intervention Plan Staff Development Activities – which will include a variety of activities to reduce stress and create a Healthy Workplace <ul style="list-style-type: none"> Crisis Prevention Intervention - ongoing | <ol style="list-style-type: none"> Mental Health Manager Teachers Mental Health Professional <ol style="list-style-type: none"> Component Managers WOCCISD Department of Special Services Mental Health Manager <ol style="list-style-type: none"> Mental Health Manager Mental Health Professional <ol style="list-style-type: none"> Principal Head Start Staff District Staff Region V Service Center | <p>Aug 12 May 13</p> |

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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 early in the program year. 4. Community Counseling Referral Information given to parents as needed. | 1. Mental Health Manager 2. Family Services | Aug 12 May 13 |
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