

## **Family Counseling Services Policy/Procedure**

To meet mental health needs of Head Start families experiencing barriers toward their growth to wellness/self-sufficiency.

### **Policy/Procedure:**

1. Disabilities/Mental Health Manager will inform Head Start staff/provider of mental health services available to families through In-Home Counseling.
2. Referrals will be made directly by the parent to the Disabilities/Mental Health Manager. Parents also may be made aware of this opportunity by staff or consulting psychologist. If staff encourages the services, they will follow up on this referral and have the parent call the D/MH Manager. D/MH Manager will complete an "Intake Form" for each call and forward these to the Mental Health Provider.
3. Mental Health Provider will receive referrals from D/MH Manager and prioritize needs for service. Families without insurance or in crisis will be given first priority.
4. The Mental Health Provider will contact the parent within 2 working days of receiving the Intake Form. The Mental Health Provider will secure a signed Consent for the Release of Information by the parent so that information may be exchanged. The mental health service will be provided either in the parent's home or in another setting, whichever is most comfortable for the family. The Mental Health Provider will complete the "Initial Meeting: Documentation of Counseling Sessions" form after the first session and send a copy to the D/MH Manager within one week of the session.
5. Subsequent "Documentation of Counseling Session" forms should be completed by the Mental Health Provider after each session and submitted to the D/MH Manager along with the monthly billing voucher. (By the 10<sup>th</sup> day of the next month). If a parent does not show for 2 sessions, their name will be placed on the waiting list and the next parent will begin receiving services.
6. Disabilities/Mental Health Manager will request input from the families served in June. This information will be used to evaluate the service and delivery system.

*See Intake Form; Initial Meeting: Documentation of Counseling Session; and Documentation of Counseling Sessions Form in Appendix A*

This policy complies with Head Start Performance Standard 45 CFR Section 1304.24; 1304.40

Approved by Policy Council on February 16, 1999; Revised December 1999  
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