

## **Accessing Outside Counseling Services for Families and Children Policy/Procedure**

Head Start will provide referrals for appropriate counseling services.

### **Policy/Procedure:**

1. Upon request from the parent or identification of need by the staff/provider, referrals will be made for appropriate counseling for children/families. (*see* Referral for Evaluation Policy/Procedure and *see* Family Partnership Agreements Policy/Procedure)
2. Staff/providers will utilize the Mental Health consultant whenever possible and will consult with them regarding the status of all mental health concerns during regularly scheduled site visits or with phone contacts. For children with IIP's/IFSP's, there will be coordination of services with Early Intervention Personnel. Parents without insurance will be informed about the outreach program for individuals and families to apply for insurance.
3. Staff/provider will document the referrals given on the referral tracking form and will follow up in a timely manner to ensure that the parent was able to access the resources to which they were referred and that the service is meeting their need(s). (*see* Family Services Tracking Policy/Procedure )
4. Staff will request that the parent sign a Consent for Release of Information so that the mental health specialist and Head Start may coordinate services to best meet the child/family's needs.

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

Approved by Policy Council on February 16, 1999

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