

## **Children's Therapeutic Services and Supports Referral – Staff Procedure**

### **Policy**

Children's Therapeutic Services and Supports (CTSS) is a rehabilitative mental health package covered by Minnesota Health Care Programs. CTSS establishes policies and practices for certification and coverage of mental health services for children who require varying therapeutic and rehabilitative levels of intervention.

This procedure is to ensure all classroom supports are implemented prior to a Children's Therapeutic Services and Supports referral to an outside agency. Documentation of intervention efforts will assist in the referral to the outside agency and help staff to identify what interventions have been successful and which ones did not work for staff.

### **Procedures**

Prior to doing a CTSS referral, lead educators and home based educators should:

1. Implement and document what supports were provided, frequency and outcomes in addition to tracking the number of times a behavior occurs.
2. Consult with the Disabilities and Mental Health Manager or Behavior Specialist for additional intervention coaching.
3. Consult with DMHM or Behavior Specialist for formal Mental Health Observations.
4. Consult with DMHM or Behavior Specialist about Social Emotional Curriculum group for the child.
5. Review the score of the ASQ-SE2. Does it support CTSS referral?
6. Document all interventions that are attempted and how long they were in place. The outside agencies need this information when receiving the referral.
7. Discuss with families the recommendation for a referral for CTSS services. Explain to families what the services provide, how the process works and obtain a Consent for Release of Confidential Information to the appropriate provider.

This policy complies with Head Start Performance Standard 45 CFR Section 1302.45

Approved by Policy Council August 8, 2018