Behavioral Health and Support Services/Referrals
Policy/Procedure

To provide Mental Health and Behavioral Support services to staff and to families/children in need and to follow up to ensure that the services have been provided and have met the identified needs.

Policy/Procedure:

Children are observed and recommendations are made for Mental Health and Behavioral Support services to staff and families/children in need. Head Start staff will follow up to ensure that the services have been provided and have met the identified needs. The Behavior Specialists and Disabilities and Mental Health Manager will be involved when the staff or parents are needing more information to plan and program for an individual child and/or groups of children.

Early Fall:

• Behavior Specialists or the Disabilities and Mental Health Manager will observe classrooms regarding interaction, environment and activities. A reflective consultation will be conducted following the observation.
• The Behavior Specialist or the Disabilities with Mental Health Manager will meet with the all teaching staff to verbally share observations and discuss desired supports and potential interventions.
• The Behavior Specialists and Disabilities and Mental Health Manger will meet prior to the Team Comprehensive Reviews to discuss the results of the initial classroom observations.
• If there is an immediate need for services and interventions to begin prior to Team Comprehensive Reviews, the Behavior Specialist and Disabilities and Mental Health Manager will work with Classroom Staff to begin services on a case by case basis.

Fall:

Team Comprehensive Reviews:

• The Disabilities and Mental Health Manager will bring the summary of the initial classroom observations to the Team Comprehensive Review Meetings.
• Determination of need for and what types of interventions will be made at the time of the Team Comprehensive Reviews.
• Parents will be given information regarding the informal observations, interventions or referral recommendations by the Lead Teacher or Behavior Specialists.

Intervention Services

• The Behavior Specialist will schedule time to meet with Lead Teacher to discuss next action steps and to provide coaching to reduce the challenging behaviors. This could be classroom based interventions, skills groups with the Behavior Specialists, potential for further referral if the challenging behaviors are severe.
• The Behavioral Specialist will document in the data recording system the
recommended services as a referral.

- The teaching staff will carry out the suggestions and interventions and will document the interventions for individual children until the next on-site visit by the Behavioral Specialist (if needed).
- If there is difficulty in following the recommended interventions, the Lead Teacher will contact the Disabilities/Mental Health Manager to discuss alternatives (i.e., follow-up formal Mental Health observation by the Behavioral Specialist, referral for CTSS services etc.)

**Late Fall/Early Winter**

Observation:

- The Behavior Specialists will observe the previously identified children in the classroom for at least one hour. Every attempt will be made to do the observation during the time of the challenging behavior (i.e. transitions, meal times, etc.) If there is no identifiable time, the Behavior Specialists will determine with the Lead Teacher to identify an appropriate time to visit the classroom.
- Observations will be recorded by the Behavior Specialist in the data recording system.

Behavior and Mental Health Parent Conferences:

- For those children with whom further referrals or observations may be necessary, the Disabilities/Mental Health Manager will schedule Behavior/Mental Health parent conferences with parents.
- Parent conferences may include the Lead Teacher, Family Support Specialist, Behavioral Specialist, and Disabilities/Mental Health Manager in attendance with the parent.
- At the conference, the team will discuss observation reports, interventions that have been attempted, set goals for the next steps and/or discuss the need for further referrals.
- The Disabilities/Mental Health Manager will document discussion of the Behavior/Mental Health parent conference in the data recording system.

**Mid-Winter**

- The Disabilities and Mental Health Manager will provide updates from the Behavior/Mental Health Conference to Program Managers and Classroom Staff at the time of Mid-Year Reviews.
- At the Mid-Year Reviews, the Disabilities and Mental Health Manager will collect feedback and data on the interventions to see if any changes or referrals are necessary.

**Spring**

- Behavior Specialist will observe previously identified children in the classroom for a minimum of one hour.
- The Behavior Specialist will informally meet with the teaching staff to share
observations, recommendations, interventions and if any changes are needed.

- Behavior Specialist will enter the observations and outcomes in the data recording system.
- The Behavior Specialist will share the observations with parents.

Follow Up

Year End Parent Conferences:

- The Behavior Specialist or Disabilities and Mental Health Manager will attend the Year End Parent Conference, if appropriate, for those children who have had observations and on-going challenging behaviors, information, or to discuss a referral.
- Parent Identified Need:
- The Lead Teacher or Family Support Specialist will make referrals as appropriate.

Additional Behavioral Health Services:

- The Behavior Specialists may make additional on-site visits and focus on the environment, interactions, and relationships. Following this observation, the Behavior Specialist will conduct “Reflective Consultation” with the teaching staff.
- The Behavior Specialist will participate in the Head Start Mental Health Advisory Council to review policies, procedures, and innovative practices.
- The Behavior Specialist will conduct weekly small group sessions with specific children focusing on social skills. This session will follow the social emotional curriculum for that week.
- ADAPT/CTSS services will be available in select sites for additional social skill development.
- Behavior Specialist may provide parent trainings.

This policy complies with Head Start Performance Standard 45 CFR Section 1302.45, 1302.46

Approved by Policy Council on February 16, 1999
Updated on 3-22-2005
Updated on 03-03-2008
Updated and Approved by Policy Council on August 8, 2018