

Mercer County Head Start Policies and Procedures

P/P Topic:	Mental Health Observations	P/P #:	029
Part:	1304	PC Approval Date:	10/23/2008
Subpart:	Early Childhood Development and Health Services	Last Reviewed Date:	10/23/2008
Section Title(s):	Child Mental Health	Implementation Responsibility:	Mental Health Consultant, Teachers
Related Performance Standard(s):	1304.24 (a)(3)(i-iv)	Monitoring Responsibility:	Director of Early Childhood Services

(A) Policy	Classroom Mental Health observations (MHO) are scheduled once per school year by a mental health consultant (MHC) who completes a checklist and evaluation of the environment and interactions between staff and staff and children.
(B) Responsibility	Mental Health Consultant, Teachers
(C) Procedure	<ul style="list-style-type: none"> • The Dir of ECS forwards classroom lists of the DECA scores to the MHC one week prior to scheduled observations. Parents are notified of the scheduled observations. • Upon arrival, the MHC signs the “Provider Sign-In Sheet” and displays his/her badge from his/her agency, or wears a visitor’s badge. • Teachers should expect to plan for 10-15 minutes of time to talk with the MHC during the visit. Teachers may also choose to prepare a list of questions, request feedback, etc. before the scheduled visit. • Encourage parents to utilize the services of the MHC. Parents can request a one-on-one meeting can be arranged with the MHC through the Dir of ECS. • A signed consent form must be completed prior to requesting an observation on an individual child. However the MHC can provide input and guidance regarding all children observed during the classroom observation. • Within a week of the observation the MHC will meet with the teacher to discuss mental health issues. The DECA class list will also be reviewed to provide additional discussion regarding the resiliency, initiative, self-control, attachment, behavior concerns, and the actual observation as warranted. • The written observation form will be kept on file. <p>In order for the MH Consultant to observe an individual child, the following steps must be followed:</p> <ul style="list-style-type: none"> • Complete a referral form and submit to the Dir of ECS. • Include as much detail as possible regarding specifics of the

	<p>child's behavior, frequency and duration, any noted patterns, interventions, success rate, parent communications, etc.</p> <ul style="list-style-type: none">• The Director of ECS will follow up with the teacher to review the referral, and request any additional information, or complete a classroom observation. The teacher and Dir of ECS will determine next steps, contemplate a referral to the MHC, or possible internal classroom interventions and parental communication.• The Dir of ECS will contact the parent to request a Release of Records be signed to give permission for the MHC to observe his/her child. The Dir of ECS will then send the Release of Records to the MHC and schedule a time for the classroom observation and any subsequent follow up.• The Dir of ECS will notify the teacher and parent of the scheduled observation and follow up as needed.• Communication will be maintained concerning the MHO and MH issues between parents, teaching staff, family advocate and Director of Early Childhood Services.
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